1. Click on Item Maintenance wizard group.
2. ***Click*** on Edit Item Wizard.

   Item Search screen displays.
   - The title you select must have an attached copy to use the Edit Copies wizard.

3. ***Search*** for the item or title of the item you want to edit.
   - If a current record exists for the item, ***click*** the Current information link to access the last record displayed, modified, or added.

   Edit Item screen displays.
4. ***Select*** the title for the item you want to edit from the hit list pane.
5. ***Click*** on *Modify*.
6. ***Select*** the item you wish to edit.
7. ***Add or modify*** the fields in the *Item Information* screen area of the Call Number/Item folder as needed.

8. ***Click*** Save to save changes.