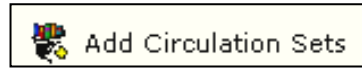


Add Circulation Set

The Add Circulation Sets wizard is used to create a circulation set.

1. **Click** on Maintain Wizard Group.



2. **Click** on Add Circulation Set.

3. To add titles to your set, **type or scan** the Item ID. You can also use the Item Search Helper to search for the item ID.

4. **Click** Add Item to Set.

5. **Repeat** this process to add more items to the set. You must have at least two Item IDs to make a set.

6. Once you have added all the items to the set, **determine** the Set ID:

- Parental: (one of the items in the set is the parent)

- Check the Parental box.
- The system will assign parent status to one of the titles in the set.
- If you wish to change the parent title, highlight the one you want from the list and click Make Parent.

- Non-parental: (a separate 14 digit number is Set ID)

- Leave parental box **unchecked**.
- Allow** the system generated Set ID to remain or enter a dumb barcode number.

7. Do not change category.

8. **Enter** a description of the set. Make description clear and consistent as you will be using this to locate the set in Workflows.

9. **Determine** Circulation options:

- Circulate as Set **checked** - items within the set can only circulate as part of the set.
- Circulate as Set **unchecked** - items within the set can circulate individually.

10. **Click** Add Set to keep your changes and save the set.

After adding this set, you can clear to clear this list from the wizard window and add another circulation set or Close to exit the wizard.

Note: For more detailed information or specific questions, use HELP wizard.