

CEFLS Horizon Procedures

Step By Step – Returning Rotating Collections

When you **receive** your rotating collections, you just put them on the shelf, but before you **return** them you need to follow the procedure below. If you don't have time to do the procedure, please keep the collection another week. It's very important that you do this procedure before returning the items to CEFLS.

How to do it:

1. Double click on the Circulation folder, and double click on the Item Group Editor.
2. Click on the "Append List" box in the middle part of the window to make a checkmark appear there.
3. In the upper part of the window, make sure "Barcode" is highlighted.
4. Click your cursor into the "Search for:" blank, if it's not already there.
5. Find all of the items that are available from your collection to be returned.
6. Scan the barcode of the first item. Notice if a line appears in the window behind the search box. For the first item you may have to scan it twice to get it to appear. (If your search box disappears and you only have one item in the list, close the window and start again – you probably didn't have the "Append List" box checked.)
7. Scan each item in turn. A list of all the items is created in the window behind the search box.
8. After you scan the last item, click Cancel on the search box and it will disappear.
9. Hold down CTRL and A to select all the items at once. The list should turn blue.
10. Click the Edit button, then click OK.
11. Now change the Location from your library's 3-letter code to CEF.
12. Click Save.
13. When the Save button goes gray, click Close.
14. You can now close the Item Group Editor, box the items up and send them back to CEFLS.