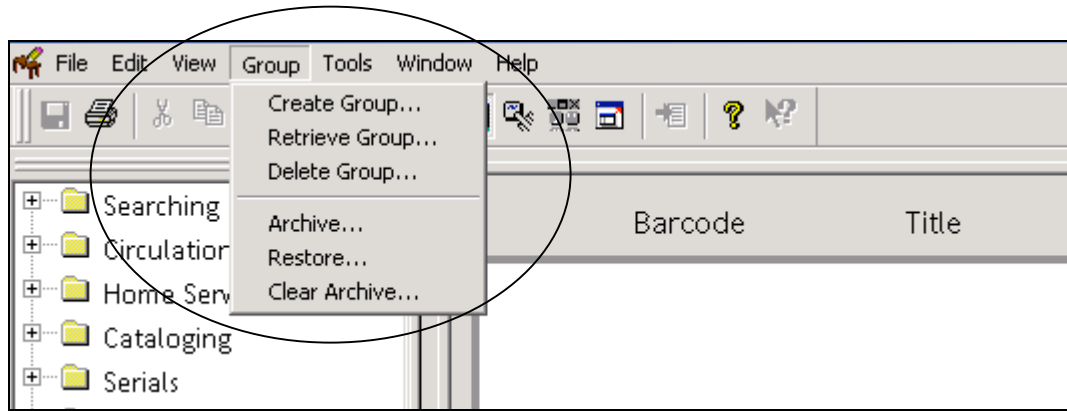


## Group Editor Menu – Item Editor

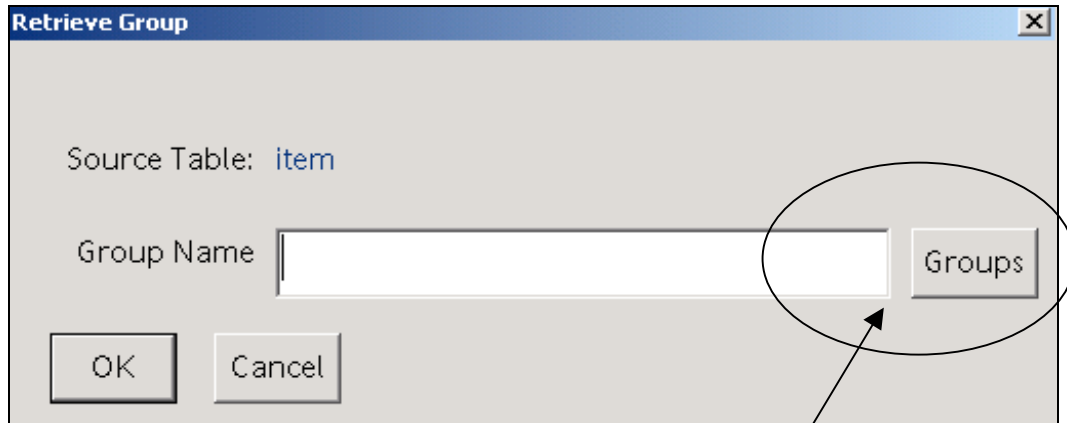
Once a group has been established, you can remove items or add items to your group.

### To remove items from a group:

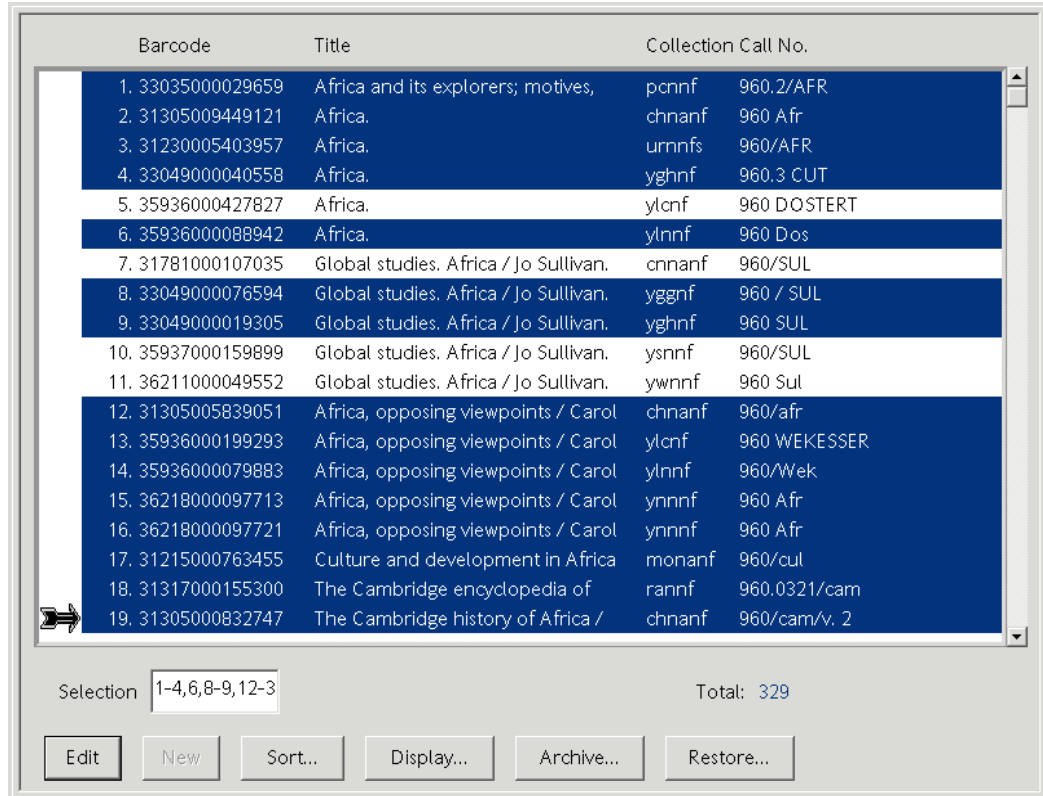
1. On the Navigation Bar, double-click on **Group Editor Menu/Item Group Editor**.
2. Click **CANCEL, CANCEL** to close the compound search screen and following message.
3. At the top of the screen, click **Group, Retrieve Group**.



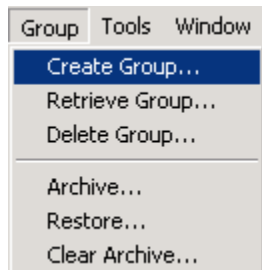
4. The following screen will appear:



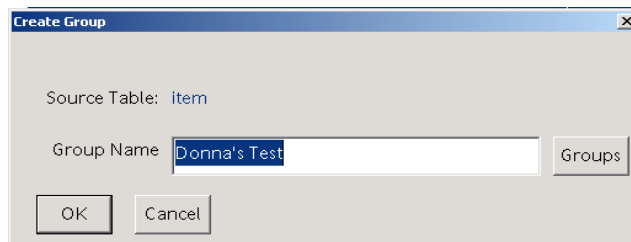
5. If you know the name of your group, type it in the blank and click **[OK]**. Skip to Step 8.
6. If you do not know the name of your group, click on the **[Groups]** button and find it in the list.
7. Highlight your group and press **[Enter]** or click **[OK]**.
8. Once the group has been retrieved, highlight the items in the list that you want to **KEEP** in the group.



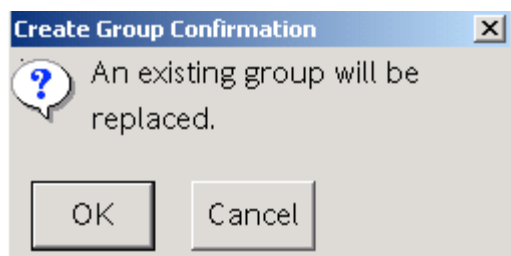
9. Once the list is ready, click **Group, Create Group**.



10. The create group window will open with the current group's name already listed. Do not change the name.



11. Click **[OK]**. The following message will appear:

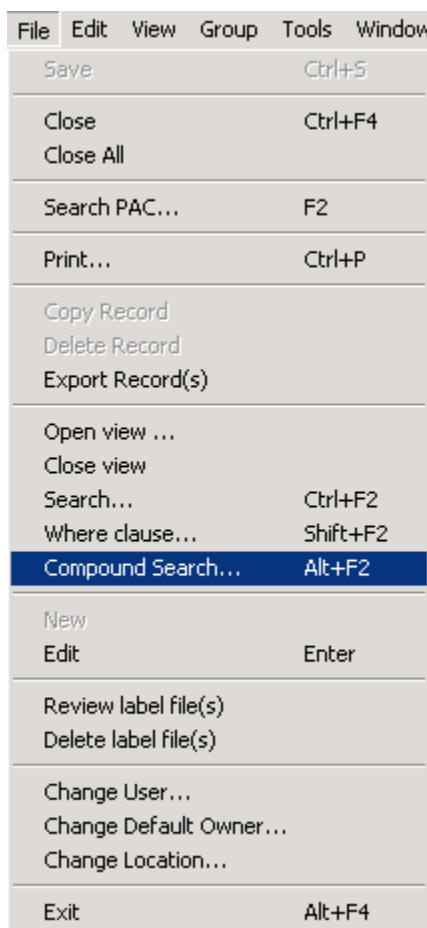


12. Click **[OK]** to save the changes to your group. The next time the group is retrieved, the items that weren't highlighted have been removed.

### To add items into an existing group:

To retrieve an existing group, follow steps 1-7 listed above.

1. Once the group has been retrieved, you will need to return to the compound search screen to find the items that you want to add. Click **File, Compound Search** or **ALT-F2**.



2. The compound search window will appear. Make sure that the append list box is checked.

Compound Search

Indexes:

- Barcode
- Item#
- Location
- Collection
- Call No.
- Source

Selected index contains:  
(ibarcodes)

Search for:

AND  OR

Clear Search String

Append List

Search String:

Search Cancel Prev. Search Example Entry Aid

3. Staying on the barcode index, scan in the additional barcodes that you wish to add to this list. When you are finished scanning, click on the Cancel button to remove the Compound Search screen window. All of the items that have been scanned in will appear at the bottom of the list.
4. The last step is to save the new items into the group, follow steps 9-12 from above.