How to add an item using a template:

1. Search or retrieve bibliographic record. Again, choose the

2. Choose template that is needed. You will only see your library’s templates in the list.

3. Choose template.

4. You will notice Material Type, Fine Code and Loan Period is filled in, as well as some other basic information. Input information such as call number, check boxes, barcode. Press OKAY.
5. Double check and make any corrections. Save.