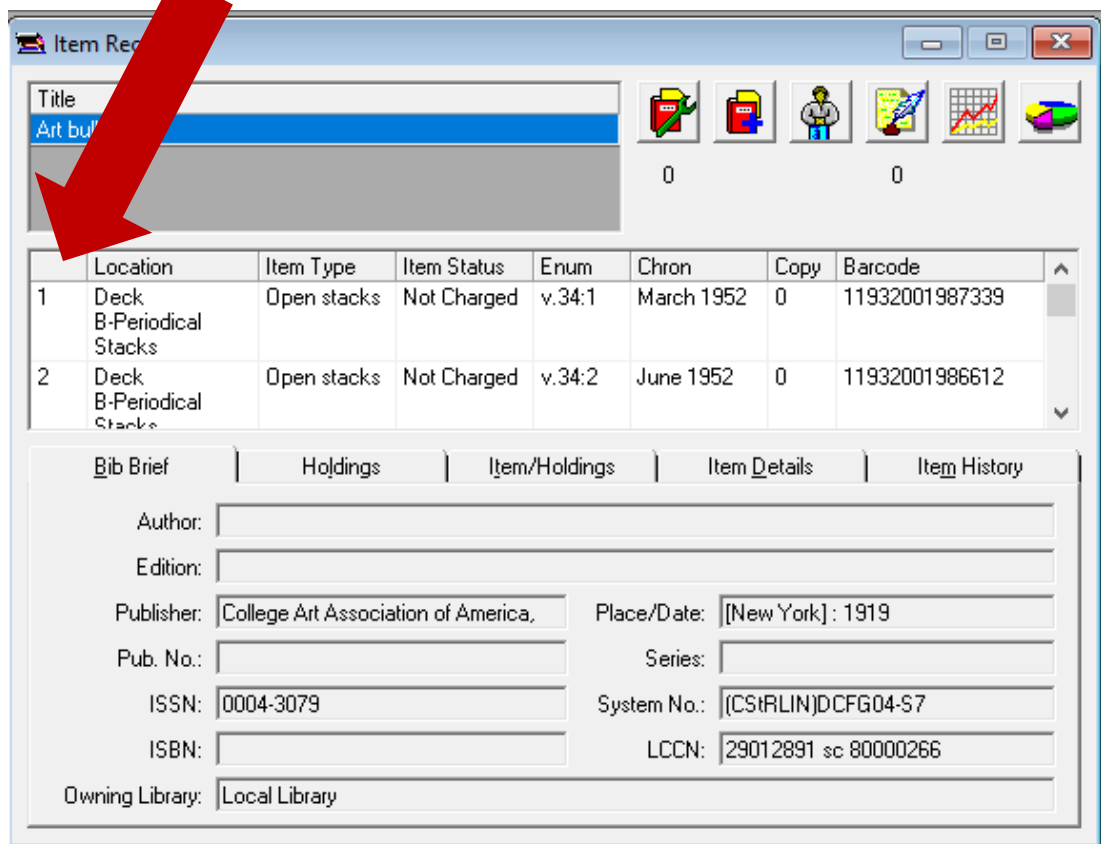


# Resequencing items in Voyager

IMPORTANT: first click on the “sort by” column to verify that the item sequence really is wrong (that is, it’s not just that the records were sorted on the “Enum” column by accident)

There are two methods:

- A. In the Circulation module (to move up or down one; to move to first position or last position)
- B. In the Cataloging module (to move to specific place in list)



The screenshot shows the 'Item Record' window in Voyager. At the top, there is a title field and a toolbar with icons for various actions. Below the toolbar is a table with the following columns: Location, Item Type, Item Status, Enum, Chron, Copy, and Barcode. The table contains two rows of data. Below the table is a metadata form with fields for Author, Edition, Publisher, Pub. No., ISSN, ISBN, Owing Library, Place/Date, Series, System No., and LCCN.

	Location	Item Type	Item Status	Enum	Chron	Copy	Barcode
1	Deck B-Periodical Stacks	Open stacks	Not Charged	v.34:1	March 1952	0	11932001987339
2	Deck B-Periodical Stacks	Open stacks	Not Charged	v.34:2	June 1952	0	11932001986612

**Bib Brief** | **Holdings** | **Item/Holdings** | **Item Details** | **Item History**

Author:

Edition:

Publisher:  Place/Date:

Pub. No.:  Series:

ISSN:  System No.:

ISBN:  LCCN:

Owing Library:

# A. To move an item up or down:

1. Open the Item Record in Voyager Circulation
2. Right click and select “Resequence Items...”

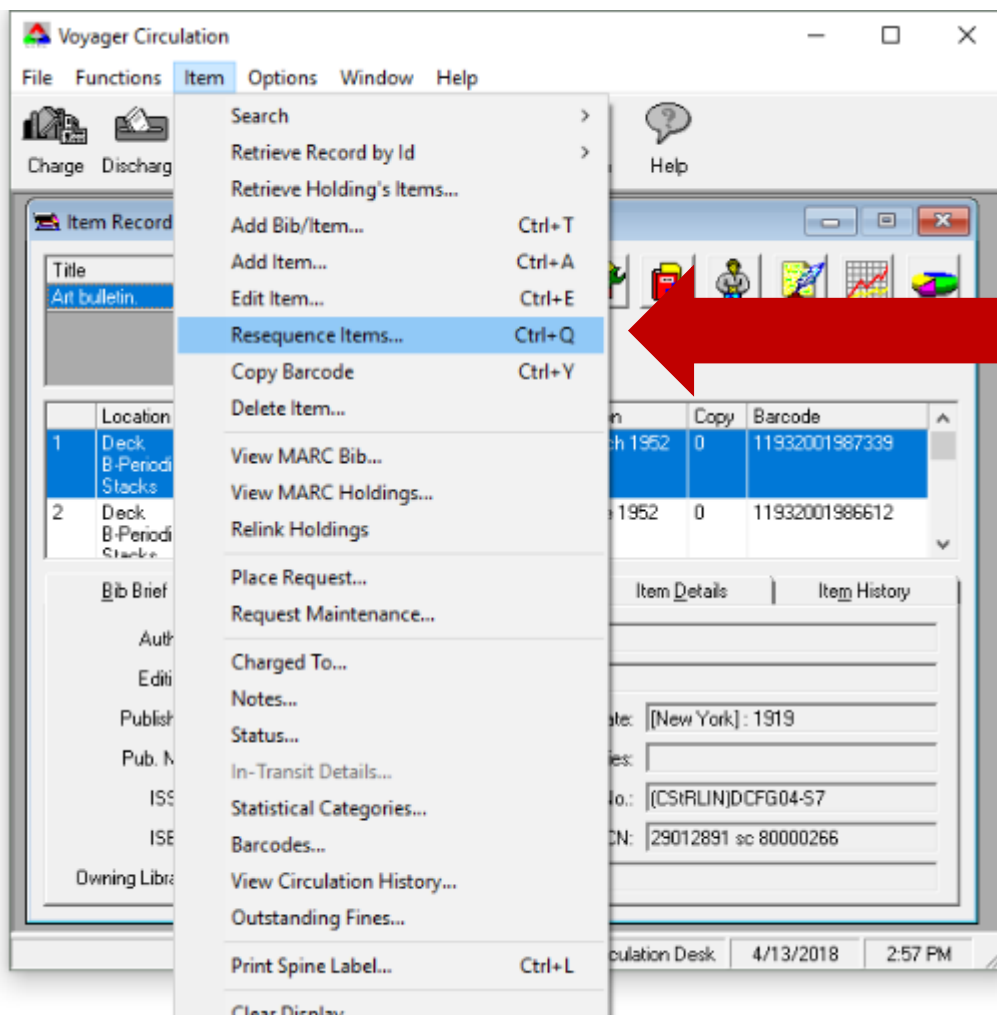
*or*

Navigate in the menu at the top of the screen:

Item > Resequence Items...

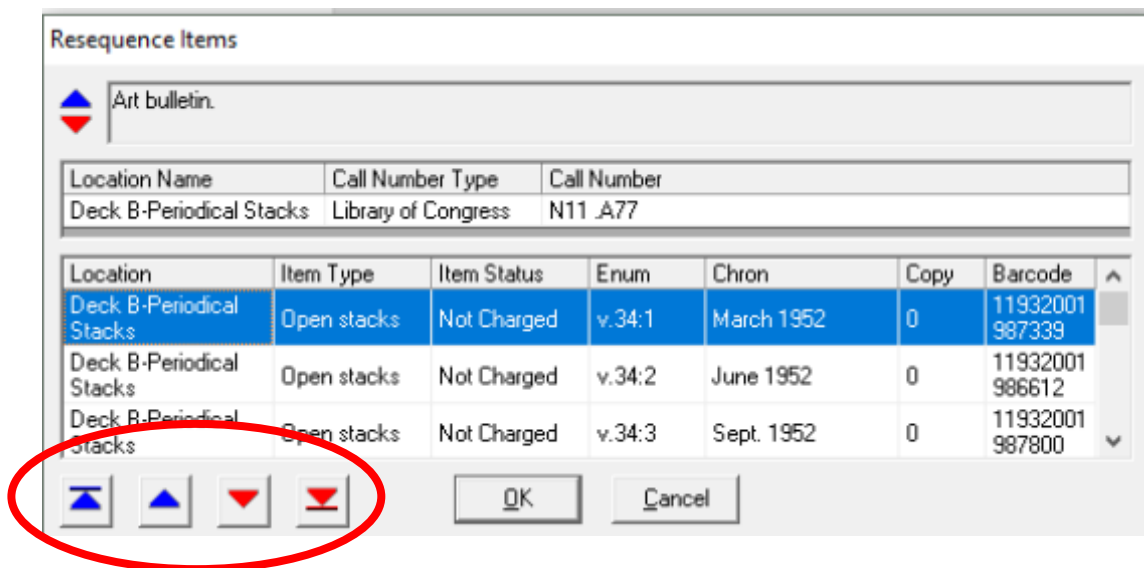
*or*

Press Ctrl-q to open the Resequence Items window



# In the Resequence Items window:

1. Scroll to the item to want to move
2. Use the arrows at bottom left to move the item up one, down one, to the start, or to the end



Move to top of list



Move up one



Move down one

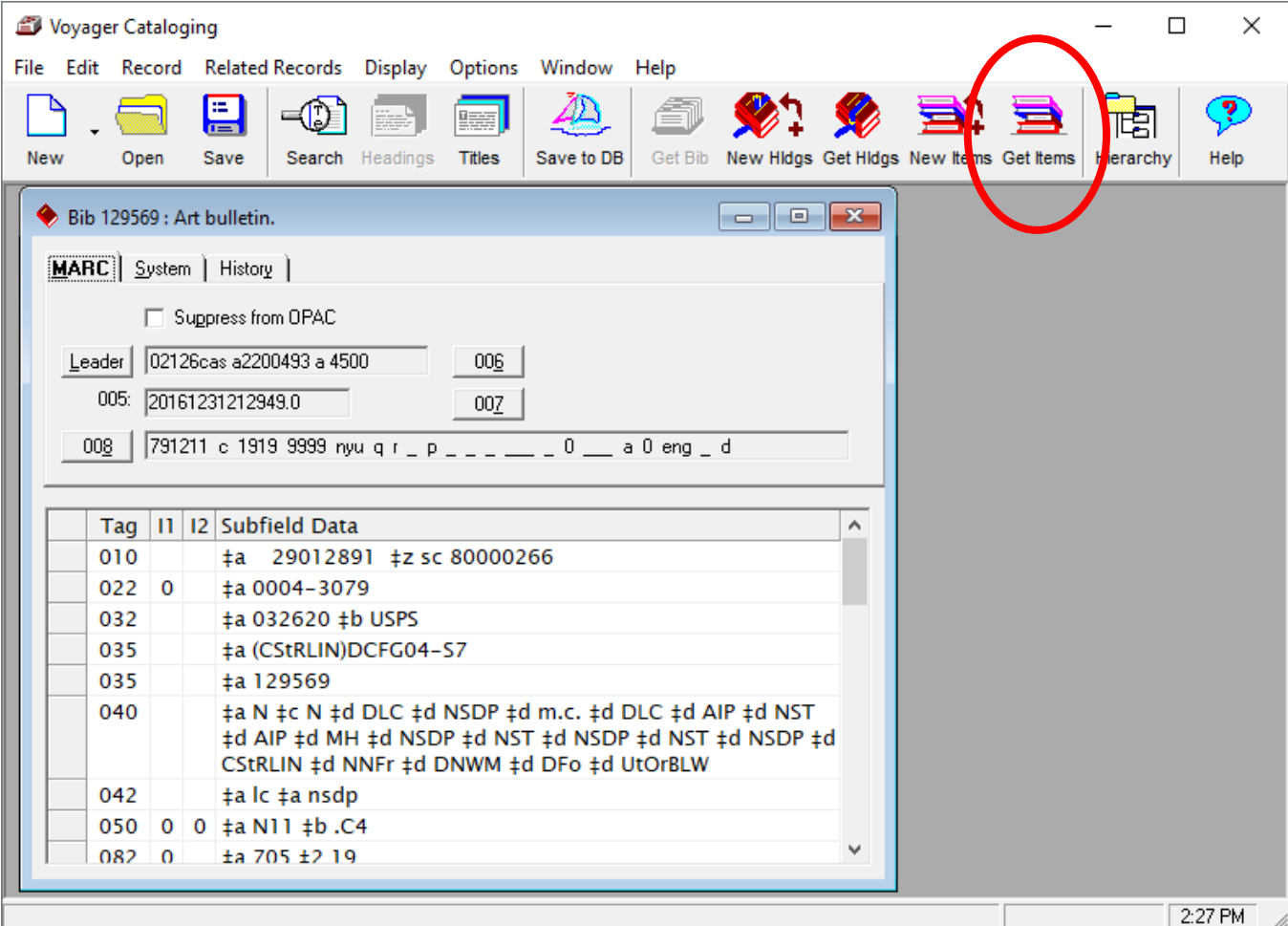


Move to bottom of list

3. Select "OK"

## B. To move an item to a specific position:

1. Open Voyager Cataloging
2. Search for the record
3. Select “Get Items”



The screenshot shows the Voyager Cataloging application window. The title bar reads "Voyager Cataloging". The menu bar includes "File", "Edit", "Record", "Related Records", "Display", "Options", "Window", and "Help". The toolbar contains icons for "New", "Open", "Save", "Search", "Headings", "Titles", "Save to DB", "Get Bib", "New Hldgs", "Get Hldgs", "New Items", "Get Items", "Hierarchy", and "Help". The "Get Items" icon, which depicts a stack of books, is circled in red. Below the toolbar, a window titled "Bib 129569 : Art bulletin." is open. It has tabs for "MARC", "System", and "History". A checkbox labeled "Suppress from OPAC" is present. Below this are input fields for "Leader" (02126cas a2200493 a 4500), "005:" (20161231212949.0), and "008:" (791211 c 1919 9999 nyu q r \_ p \_ \_ \_ \_ \_ 0 \_ \_ a 0 eng \_ d). At the bottom of the window is a table of subfield data.

Tag	I1	I2	Subfield Data
010			‡a 29012891 ‡z sc 80000266
022	0		‡a 0004-3079
032			‡a 032620 ‡b USPS
035			‡a (CStRLIN)DCFG04-S7
035			‡a 129569
040			‡a N ‡c N ‡d DLC ‡d NSDP ‡d m.c. ‡d DLC ‡d AIP ‡d NST ‡d AIP ‡d MH ‡d NSDP ‡d NST ‡d NSDP ‡d NST ‡d NSDP ‡d CStRLIN ‡d NNFr ‡d DNWM ‡d DFo ‡d UtOrBLW
042			‡a lc ‡a nsdp
050	0	0	‡a N11 ‡b .C4
082	0		‡a 705 ‡2 19

# In the “Item” window:

1. Select the item(s) you want to move (use ctrl-click to select/de-select multiple items; use shift-click to select/de-select a range of items)
2. Select “Move before” or Move after”

140 items found for holding 229380

Enum	Chron	Copy	Item Barcode	Location
v.34:1	March 1952	0	11932001987339	Deck B-Periodical Stacks [P]
v.34:2	June 1952	0	11932001986612	Deck B-Periodical Stacks [P]
v.34:3	Sept. 1952	0	11932001987800	Deck B-Periodical Stacks [P]
v.35:1	March 1953	0	11932001987792	Deck B-Periodical Stacks [P]
v.35:2	June 1953	0	11932001987784	Deck B-Periodical Stacks [P]
v.35:3	Sept. 1953	0	11932001987776	Deck B-Periodical Stacks [P]
v.35:4	Dec. 1953	0	11932001987768	Deck B-Periodical Stacks [P]
v.36:1	March 1954	0	11932001987750	Deck B-Periodical Stacks [P]

Buttons:

Buttons:

3. Use the scroll bar to navigate to where the item(s) should go

140 items found for holding 229380

Enum	Chron	Copy	Item Barcode	Location
v.35:1	March 1953	0	11932001987792	Deck B-Periodical Stacks [P]
v.35:2	June 1953	0	11932001987784	Deck B-Periodical Stacks [P]
v.35:3	Sept. 1953	0	11932001987776	Deck B-Periodical Stacks [P]
v.35:4	Dec. 1953	0	11932001987768	Deck B-Periodical Stacks [P]
v.36:1	March 1954	0	11932001987750	Deck B-Periodical Stacks [P]
v.36:2	June 1954	0	11932001987743	Deck B-Periodical Stacks [P]
v.36:3	Sept. 1954	0	11932001987735	Deck B-Periodical Stacks [P]
v.36:4	Dec. 1954	0	11932001987727	Deck B-Periodical Stacks [P]

Buttons:

Buttons:

Ready to move selected row(s) AFTER row... please select the target row.

# In the “Item” window...

4. Click the row that the item(s) you’re moving should go before or after: this moves the item faster than you can blink, so you might think nothing happened

140 items found for holding 229380

Enum	Chron	Copy	Item Barcode	Location
v.42:3	Sept. 1960	0	11932001987552	Deck B-Periodical Stacks [P]
v.42:4	Dec. 1960	0	11932001987545	Deck B-Periodical Stacks [P]
v.43:1	March 1961	0	11932001987537	Deck B-Periodical Stacks [P]
v.43:3	Sept. 1963	0	11932001987529	Deck B-Periodical Stacks [P]
v.43:4	Dec. 1961	0	11932001987511	Deck B-Periodical Stacks [P]
v.44:2	June 1962	0	11932001987503	Deck B-Periodical Stacks [P]
v.44:3	Sept. 1962	0	11932001987495	Deck B-Periodical Stacks [P]
v.44:4	Dec. 1962	0	11932001987487	Deck B-Periodical Stacks [P]

Buttons: Move before, Move after, Cancel Move, Save, OK, Cancel, View Holdings, Clear, Select All, Print Selected

Ready to move selected row(s) AFTER row... please select the target row.

5. Verify that the item moved where you meant it to, then select “Save”

140 items found for holding 229380

Enum	Chron	Copy	Item Barcode	Location
v.42:3	Sept. 1960	0	11932001987552	Deck B-Periodical Stacks [P]
v.42:4	Dec. 1960	0	11932001987545	Deck B-Periodical Stacks [P]
v.43:1	March 1961	0	11932001987537	Deck B-Periodical Stacks [P]
v.43:3	Sept. 1963	0	11932001987529	Deck B-Periodical Stacks [P]
v.43:4	Dec. 1961	0	11932001987511	Deck B-Periodical Stacks [P]
v.44:2	June 1962	0	11932001987503	Deck B-Periodical Stacks [P]
v.44:3	Sept. 1962	0	11932001987495	Deck B-Periodical Stacks [P]
v.44:4	Dec. 1962	0	11932001987487	Deck B-Periodical Stacks [P]

Buttons: Move before, Move after, Cancel Move, Save, OK, Cancel, View Holdings, Clear, Select All, Print Selected

Ready to move selected row(s) AFTER row... please select the target row.