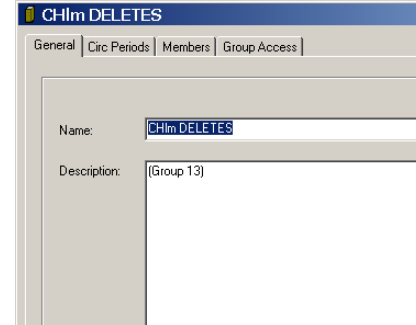
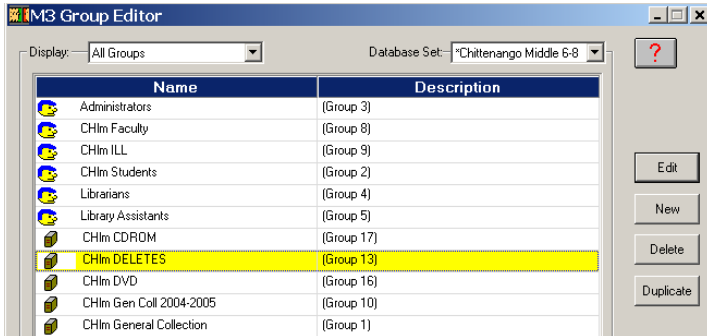


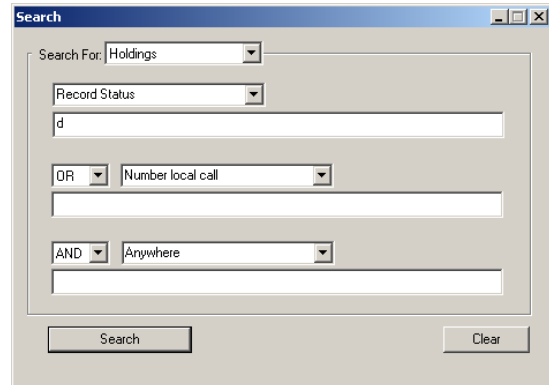
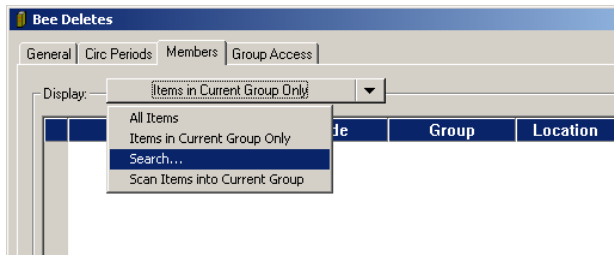
PUTTING ITEM RECORDS INTO GROUPS

A. Adding holding items to a Group using the SEARCH BOX

1. Open the **M3 GROUP EDITOR** 
2. Double Click on the **Group** you want to add things to (**ex. Deletes**)

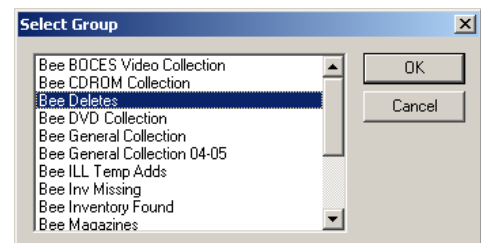
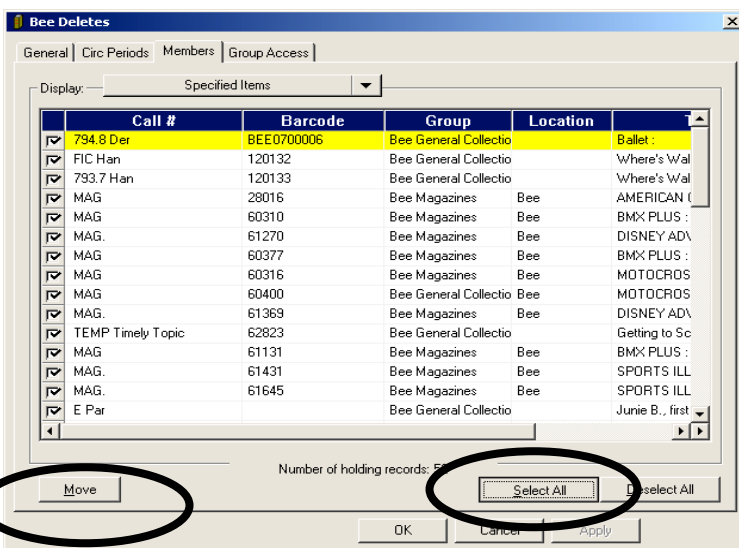


3. Click on the **Members** tab, if a window pops up saying **“No records found”** just click the **OK** button.



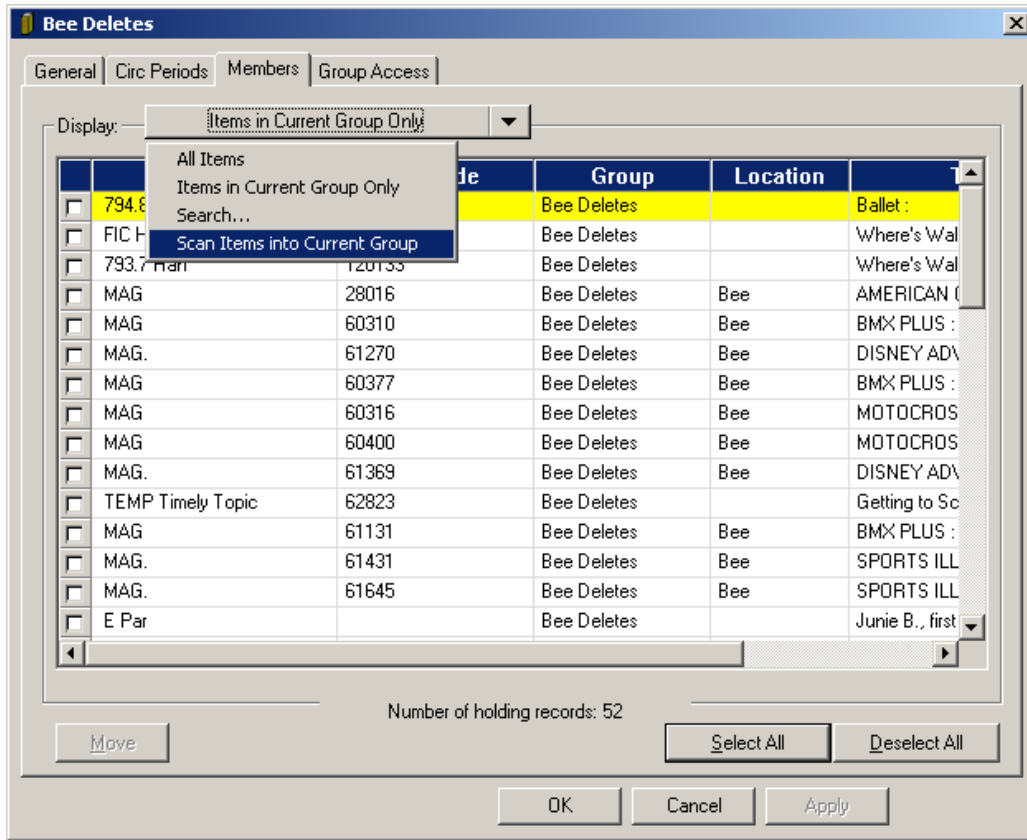
4. From the **Items in Current Group** drop down menu select **Search**.
5. Search for whatever type of records you are looking for (here our criteria was record status of **d**)

6. Results of search come up:
 - a. click on **Select All** button **OR**
 - b. checkmark the items you want
7. After items are checked select the **Move** button. (*you can uncheck anything you don't want*)
8. Then select the group you want (here it's **Deletes**)
9. All selected Items will move into the **Deletes** Group.



B. Adding holding items directly to a Group BY SCANNING (from a Weeding Cart etc.)

1. Open **M3 GROUP EDITOR**
2. Select and Open your group (here it's **Deletes**)
3. Click the **Members** tab.
4. From the **Items in Current Group** drop down menu select **Scan Items into Current Group**.



5. At **Barcode** window **scan** or **type** in barcode number of all items you want to put into this Group.
6. When done click **OK** button

