Creating a GROUP for Equipment in the EQUIPMENT CATALOG
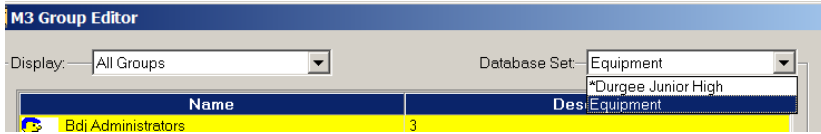
1. Launch GROUP EDITOR

2. Click dropdown box next to DATABASE SET
3. Select "**Equipment**"
4. Now, make your **Equipment Group (s)**
5. To access / use your Book Group(s):
   a. Repeat step 2
   b. Select "Your School Name Catalog"

NOTE: It's a bit confusing because you see **ALL** the groups in GROUP EDITOR but there is a difference. If you make a group under your "Book Database/Catalog" you can't actually put equipment that is in the "Equipment Catalog" in it.

Working with the Equipment Catalog in CATALOGING

1. Launch CATALOGING
2. Click FILE on the menu bar
3. Select "**Change Database**"
4. A window appears, click the dropdown box and select "**Equipment**"
5. Click OK
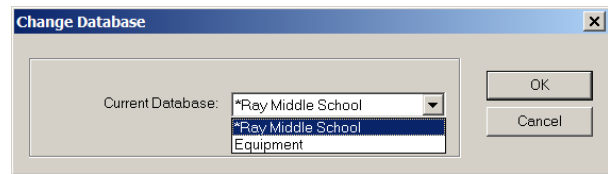
You'll see that the column headers change from Book to Equipment (Manufacturer, Serial Number etc.). Other than this everything else you already know and do with cataloging books applies to equipment as well.

6. Click Edit on the menu bar and Select "Search"
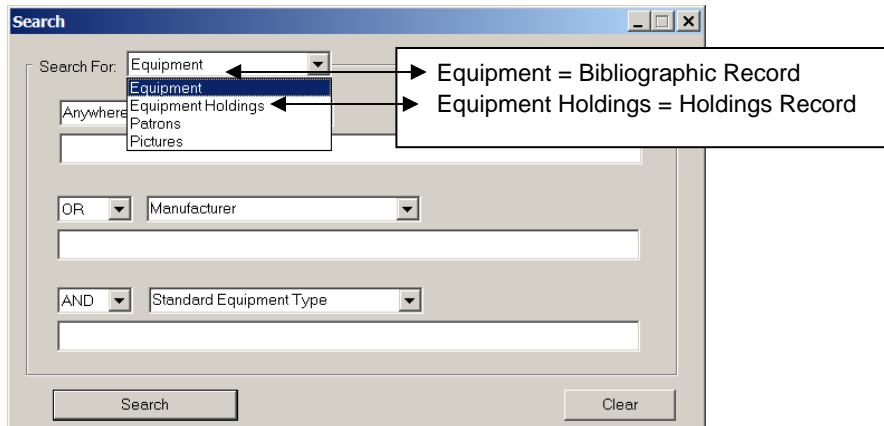
So, to bring up all your Equipment/Bib. records just put and " ***** " in the box under **Anywhere** and click **Search**

REMEMBER: Equipment is like Magazines – **1 Equip/Bib record and Many Holdings**. So if you have 5 Flip Video Camcorders, you will make 1 Equip/Bib Record and attach 5 Holdings, each w/SN# and Barcode.

7. To create a new Equipment/Bib. Record you still go to:
   a. **File** on the menu bar
   b. Select **New ► Bibliographic Record**
   c. Your list of templates will appear, click on the **Equipment** template, then click **OK**
   d. Start filling in your information and then create your holding after Saving
   e. Pick your **Equipment Holding Template** when asked
   f. Fill in any other information you need – Price, S/N, Barcode etc.
   g. Make sure you select the proper group in the 991#a field.
   h. Click **Save**
   i. Do your next record by either duplicating and changing information OR doing a new one all over again.

8. **When you want to go back to your Book Catalog:**
   a. Do steps 2 – 5 at the top of the page, only **select your Book Catalog** instead of Equipment at step #4.