

Change item's barcode in Voyager Circulation

- **Product:** Voyager
 - **Relevant for Installation Type:** Multi-Tenant Direct, Dedicated-Direct, Local, TotalCare
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Question

How to change an item's barcode in the Voyager Circulation module.

Answer

1. Search for and retrieve the item record in Voyager Circulation.
2. With the item record open, select "Item" from the menu bar.
3. From the drop-down menu, choose "Barcodes."
4. The "Item Barcodes" window will open.
5. Select the "Add" button; the "Add New Item Barcode" window will open.
6. Enter the new barcode in the "New Barcode" box.
7. Choose "OK"; if scanning the barcode, "OK" may be automatically entered for you.
8. The new barcode will become the "Active Barcode". The former barcode will become the "Inactive Barcode." Following your library's policy, you can delete the inactive barcode from the barcode list.
9. Select "Close" to close the "Item Barcodes" window and return to the item record. The change has been made.

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