

Line Items How To

Line items represent bibliographic records on a selection list or purchase order. One line item corresponds to one bibliographic record. Line items contain attributes, which are characteristics of the bibliographic record, such as ISBN or Title. Line items also contain copy information, price information, notes, and alerts. Please see [Line Items](#) for an introduction to the parts of a line item. This chapter will assist in how to utilize line items.

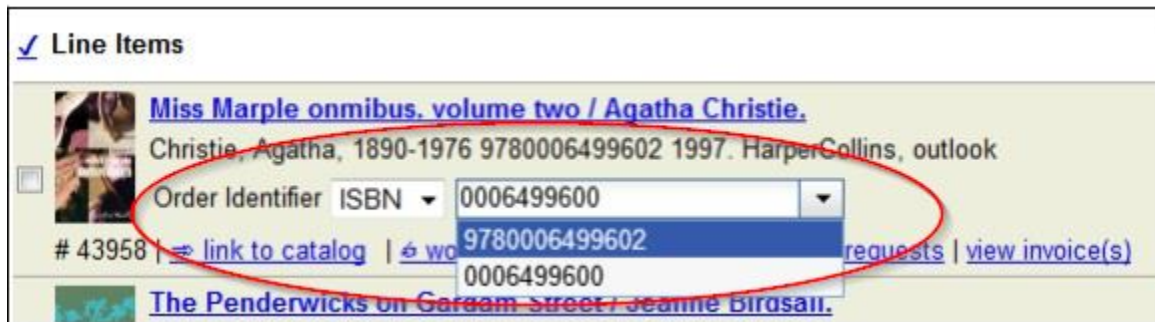
Order Identifier Selector

Line items that are created from existing MARC records may have multiple ISBNs, ISSNs, or UPCs attached to the record depending on the type of item. Users are able to specify which [order identifier](#) to display in the purchase order sent to providers. Users with the right permissions can also add new order identifiers as needed.

This function helps to ensure that the correct edition of an item is ordered.

Select an identifier

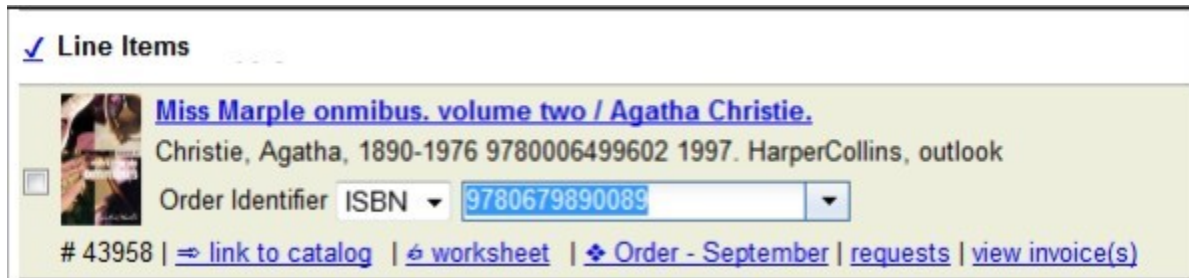
1. Open the selection list or purchase order.
2. From the drop down menu, choose the appropriate ISBN, ISSN or UPC.



3. The identifier is automatically selected.

Add an Identifier

1. Open the select list or purchase order.
2. Highlight the existing identifier and type it in or paste your new identifier.



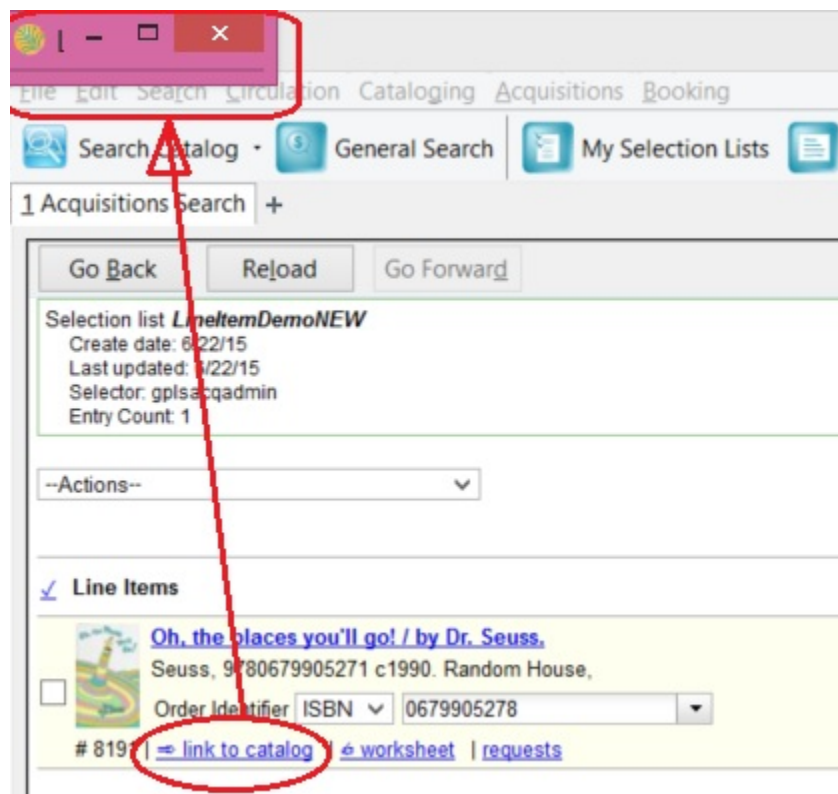
3. The new identifier is automatically added and selected.

Link Line Items to the Catalog

You can link a line item on a selection list to a corresponding MARC record in the catalog.

The *link to catalog* option enables you to search for a matching record and link the line item to it. The catalog record replaces the record originally used to create the line item. When Import Bibs and Copies is used, the copies are attached to the linked record in the catalog.

1. Open a selection list or purchase order.
2. On the line item you would like to link, click *link to catalog*.

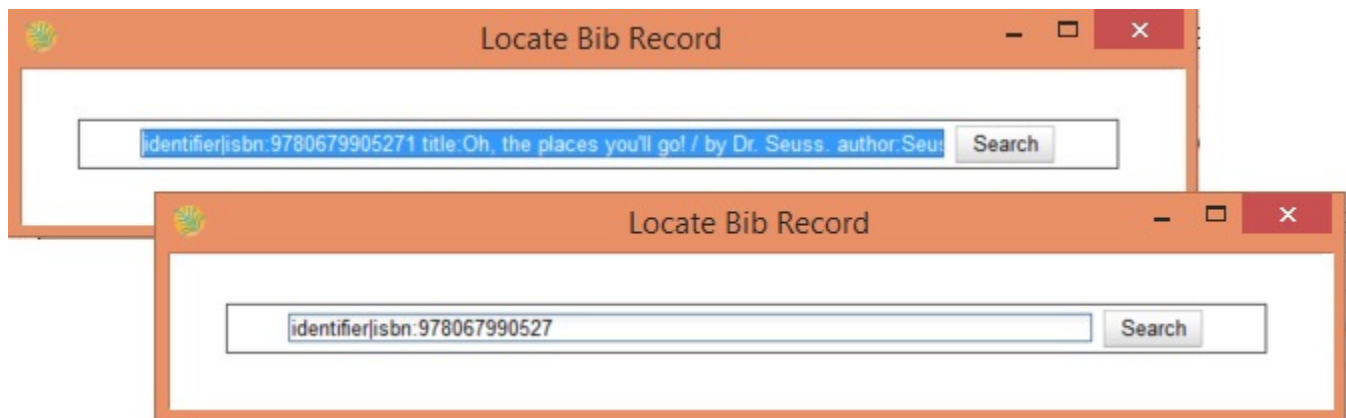


3. The *Locate Bib Record* search box will appear in collapsed form in the upper left corner. You will need to grab the corner and expand the window.

4. By default the search box contains the item's ISBN, title, and author. Adjust your search terms as necessary. Use of a single search term is the most fruitful method of locating an existing bib record. You should begin by deleting all search terms except the ISBN.

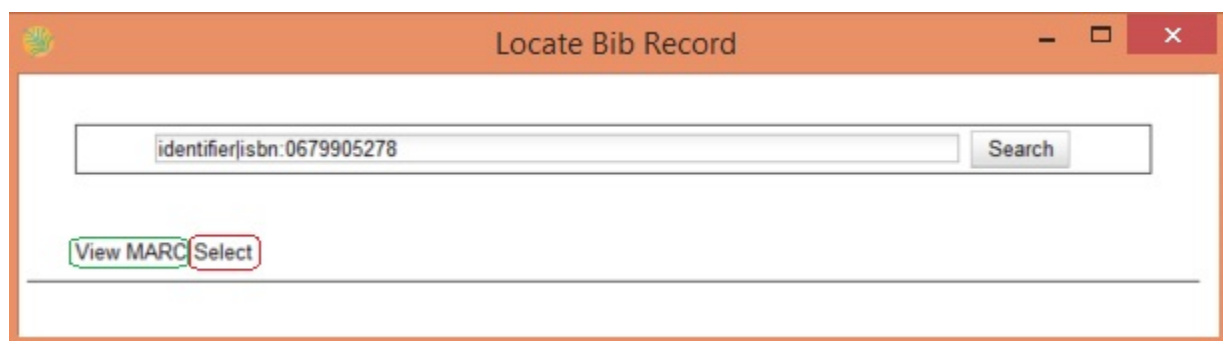


If you need to search by an uncommon term, such as TCN, delete all terms in the box and write: Identifier|tcn:xxxx.



5. Click *Search*.

6. If there are results, *View MARC Select* appears. Although they appear on the same line together, *View MARC* and *Select* are two separate functions. *View MARC* allows you to view the MARC record that is your search result; and *Select* allows you to link the record found with the line item.



If there are no results, you will return to the search screen.

7. Click *View MARC* to view the MARC record of your selection. Click *Hide* to hide the MARC record.

Locate Bib Record

identifier|isbn:0679905278 Search

View MARC Select

Hide

LDR02812cam a2200625 a 4500
 001 82942
 003 GaAaGPL
 005 20120803152052.0
 008 890628s1990 nyua j 000 1 eng
 010 [1a](#) 89036892
 035 [1a](#) (OCoLC)ocm20169007
 040 [1a](#) DLC [1b](#) eng [1c](#) DLC [1d](#) BAKER [1d](#) XY4 [1d](#) BTCTA [1d](#) YDXCP [1d](#) LET
[1d](#) CUS [1d](#) SBM [1d](#) MU3 [1d](#) OCLCQ [1d](#) BDX [1d](#) ZWZ
 019 [1a](#) 43889090 [1a](#) 49296123
 020 [1a](#) 0679805273
 020 [1a](#) 9780679805274
 020 [1a](#) 0679905278 (lib. bdg.)
 020 [1a](#) 9780679905271 (lib. bdg.)
 035 [1a](#) (OCoLC)20169007 [1z](#) (OCoLC)43889090 [1z](#) (OCoLC)49296123
 042 [1a](#) lcac
 050 0 0 [1a](#) PZ8.3.G276 [1b](#) Og 1990
 050 1 4 [1a](#) PS3513.E2 [1b](#) O38 1990
 082 0 4 [1a](#) [E] [12](#) 20
 100 1 [1a](#) Seuss, [1c](#) Dr. [10](#) (PINES)51337
 245 1 0 [1a](#) Oh, the places you'll go! / [1c](#) by Dr. Seuss.
 260 [1a](#) New York : [1b](#) Random House, [1c](#) c1990.
 300 [1a](#) [48] p. : [1b](#) col. ill. ; [1c](#) 29 cm.
[1a](#) Advice in rhyme for proceeding in life: weathering fear, loneliness, and

8. If you are satisfied that the record is for the same item, click *Select* to link it to the record on the selection list or purchase order.

9. The screen will reload and the line item will display with a *catalog* link.

The line item is now linked to the MARC record in the catalog. This is the record that the holdings will attach to when you Load Bibs and Copies [link] into the catalog.

Line Items

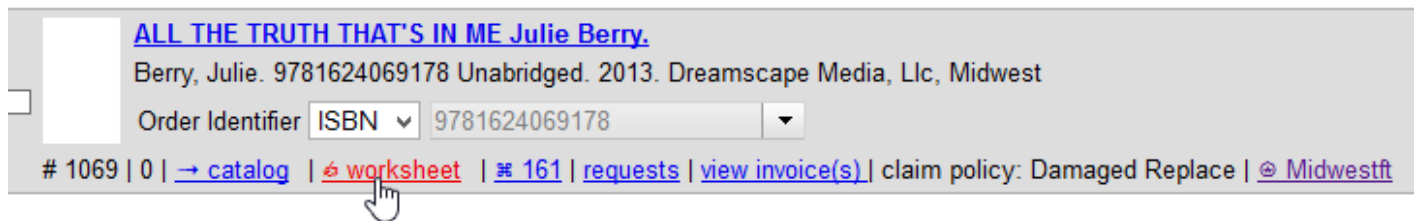
[Oh, the places you'll go! / by Dr. Seuss.](#)
 Seuss, 9780679905271 c1990. Random House,
☐ Order Identifier [ISBN](#) 0679905278
 # 8191 [→ catalog](#) [← worksheet](#) [requests](#)

Line Item Worksheet

The Line Item Worksheet is designed to be a printable sheet that contains details about the line item, including alerts, notes, number of holds, and distribution information. The system fills in the worksheet as a line item goes through the acquisitions process. This worksheet can be placed in an item that is sent to

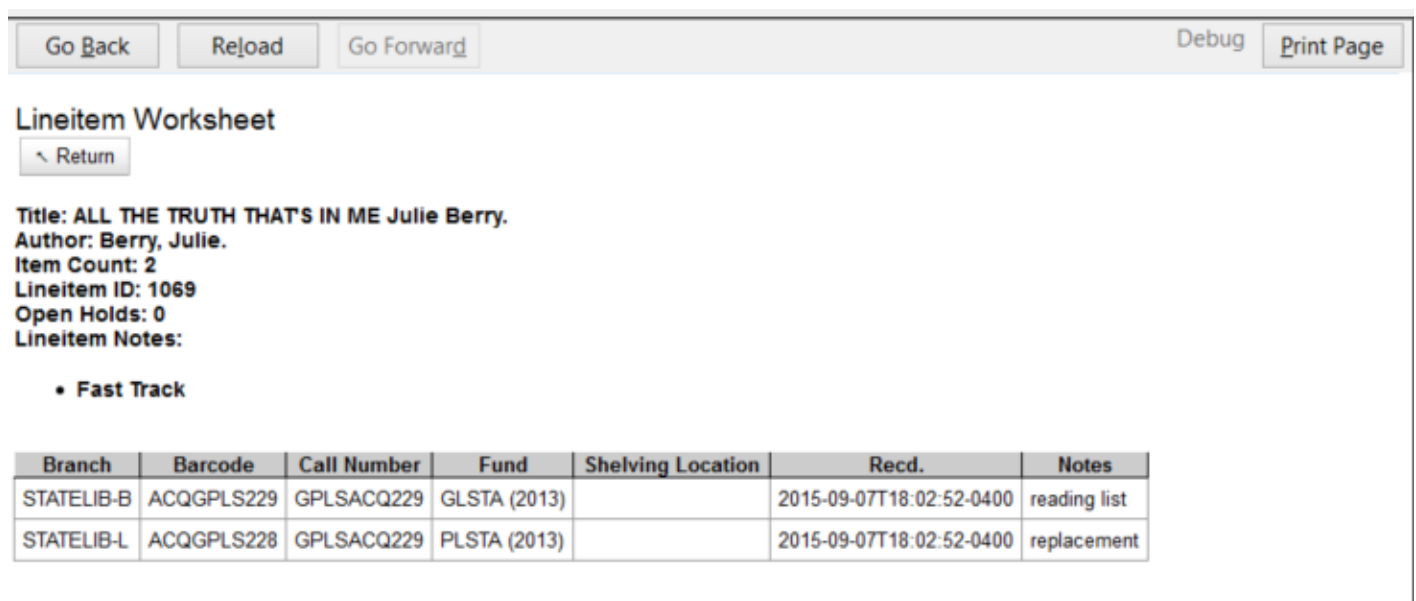
cataloging or processing.

1. Open a selection list or purchase order.
2. Click the *worksheet* link on the line item for which you would like to view the worksheet.



ALL THE TRUTH THAT'S IN ME Julie Berry.
 Berry, Julie. 9781624069178 Unabridged. 2013. Dreamscape Media, Llc, Midwest
 Order Identifier
 # 1069 | 0 | [→ catalog](#) | [✎ worksheet](#) | [# 161](#) | [requests](#) | [view invoice\(s\)](#) | claim policy: Damaged Replace | [@ Midwestft](#)

3. The line item worksheet will appear.



Go Back Reload Go Forward Debug Print Page

Lineitem Worksheet
[Return](#)

Title: ALL THE TRUTH THAT'S IN ME Julie Berry.
 Author: Berry, Julie.
 Item Count: 2
 Lineitem ID: 1069
 Open Holds: 0
 Lineitem Notes:

• Fast Track

Branch	Barcode	Call Number	Fund	Shelving Location	Recd.	Notes
STATELIB-B	ACQGPLS229	GPLSACQ229	GLSTA (2013)		2015-09-07T18:02:52-0400	reading list
STATELIB-L	ACQGPLS228	GPLSACQ229	PLSTA (2013)		2015-09-07T18:02:52-0400	replacement

4. The worksheet can be printed by clicking *Print Page* in the top right hand corner.
5. When you are finished, click *Return* to return to your selection list or purchase order.

Add a Copy to a Line Item

By default, line items have no copies attached to them. If a default for the number of copies has been specified for the provider in the provider record [link], then when line items are added to a purchase order the default number of copies is automatically added to each line item.

Use the *Copies* link to add copy information to a line item. You can add copies to line items on a selection list or a pending purchase order.



Copies should never be added once a purchase order has been activated.

Copies can be added to line items in two ways:

- Via the Line Item Batch Updater [link] on a purchase order
- Via the Copies [link] link on a selection list or purchase order

Add Copies via the Line Item Batch Updater on a Purchase Order 1. Open a purchase order.

2. Enter the total number of copies for the line item in the *Copies* field on the *Line Item Batch Updater*.

Line Item Batch Updater interface showing the 'Copies' field set to 4 and the 'Apply to Selected' button. Below, a line item for 'A really short history of nearly everything / Bill Bryson' is selected, showing the 'Copies(0)' link.



The number entered in the Copies field is always the total number of copies for the line item, not the number of copies to add to the selected line item(s).

3. Check the box(es) beside the line item(s) you wish to apply the copies to.

4. Click *Apply to Selected*.

5. The *Copies (0)* link will update to reflect the number of copies created for the line item.

Add Copies via the Copies link on a line item 1. Open a selection list or purchase order.

2. Click the *Copies (0)* link on the line item you would like to add copies to. This will take you to the *Copies* screen.

Line Items interface showing the 'Copies(0)' link highlighted. The 'Expand All' and 'Notes' links are also visible.

3. Enter the number of copies you would like to order into *Item Count* and click *Go*. A line will be created for each copy. See these below. Using the dropdowns, you can add the necessary information for each copy individually. This is helpful if each copy has differences, such as in funds, that aren't in the "normal" workflow.

[A short history of nearly everything / Bill Bryson., by Bryson, Bill. \(076790818X\)](#)
 1 Ordered, 0 Received, 0 Invoiced, 0 Claimed, 0 Cancelled, 0 Delayed
 Estimated \$0.00, Encumbered \$0.00, Paid \$0.00
 # 9878 # 329

Add/Edit Items

Return | Item Count: 2 | Go | Save Changes

Distribution Formulas: Both Standard | Apply | Reset Formulas

Owning Branch	Copy Location	Collection Code	Fund	Circ Modifier	Callnumber	Barcode	Notes	Receiver
STATELIB-L			EXFUND-L (20)	book				X
STATELIB-B			EXFUND-B (20)	book				X

4. The gray box is a batch update function. You can use the batch updater for all of the fields or for single or multiple individual fields. For example, if all copies use the same circ modifier but are different in every other way you can use the batch updater to fill in the circ modifier for all copies. Each field in this box corresponds to the columns below:

- Owning Branch
- Copy Location
- Collection Code (only used for Brodart)
- Fund
- Circ Modifier
- Call Number

Enter your terms and click *Batch Update*. The copies will update to reflect your choices.



Evergreen will populate the shelving location, barcode and call number fields with the standard defaults.

5. Distribution formulas are used as templates with the batch updater to specify the number of copies that should be distributed to specific branches. If you have set up distribution formulas, you may select a distribution formula from the *Distribution Formulas* drop down list. Click *Apply*. This will populate the *Owning Branch*, *Fund*, and *Circ Modifier* fields for your copies.

Distribution Formulas can be created by Acquisitions administrators; see [Distribution Formulas](#).

6. Leave the barcode field blank. Evergreen will assign the copy a temporary barcode when Import Bibs and Copies is used [link].



A temporary barcode prefix and a temporary call number prefix have been assigned to your library system. The barcode prefix is "ACQ"


your system short policy name a number (xxx), i.e. ACQSTATELIB123. The call number is the reverse, your system short policy name |

"ACQ" a number (xxx), i.e. STATELIBACQ123. Using these prefixes ensures copy



identification on Acquisitions order records.

7. Once you have entered all the desired information, click *Save Changes*.
8. Click *Return* to return to your selection list or purchase order.
9. The *Copies (0)* link will update to reflect the number of copies you have created for the line item.

 A really short history of nearly everything / Bill Bryson. Bryson, Bill. 0385738102 1st U.S. ed. c2008. Delacorte Press, native-evergreen-catalog Order Identifier ISBN 0385738102 # 47218 0 → catalog worksheet requests	Expand Copies(4) Notes(0)
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Add an Alert to a Line Item

Alerts are pop-up messages that appear when an item is received. Alerts also display on the [Line Item Worksheet](#) for the item.



Alerts will not pop-up if they are added after the purchase order is activated.

1. Open a selection list or purchase order.
2. Click the *Notes* link.

Line Items	Expand All Items Notes
 A really short history of nearly everything / Bill Bryson. Bryson, Bill. 0385738102 1st U.S. ed. c2008. Delacorte Press, native-evergreen-catalog Order Identifier ISBN 0385738102 # 47218 0 → catalog worksheet requests	Expand Copies(4) Notes(0)

3. Click *New Alert*.
4. Choose an alert code from the drop down menu. These Line Item Alert [link] codes are created by your Acquisitions Administrator.

New Note ▾

New Alert ▾

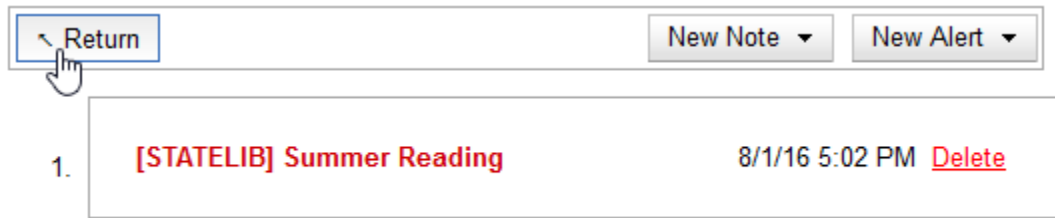
Choose alert code

Patron Request
Summer Reading
Award
Fast Track

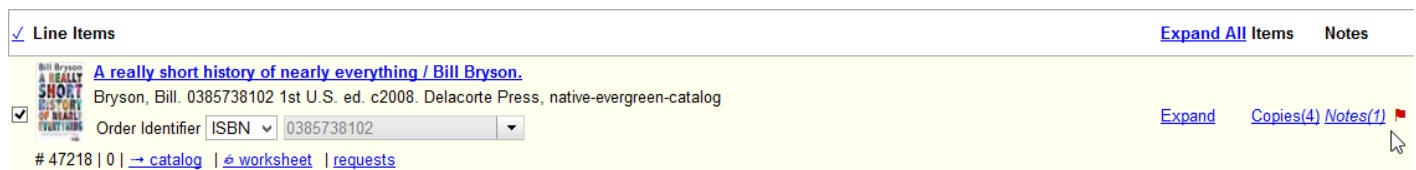
Additional comments

Create

5. Add additional comments if you desire.
6. Click *Create*. The alert will display on the screen.
7. Click *Return* to return to the selection list or purchase order.



8. A red flag will now appear to the right of the *Notes* link and the *Notes (0)* link will update to display the total number of alerts and notes for the line item.



Add a Note to a Line Item

Notes on line items can include any additional information that you wish to add to the line item. Notes can be internal or can be made available to providers. Vendor notes appear on printed purchase orders. Notes also display on the [Line Item Worksheet](#) for the item.

1. Open a selection list or purchase order.
2. Click the *Notes* link.



3. Click *New Note*.
4. Enter your note.

[New Note ▼](#)
[New Alert ▼](#)

☐ Note is vendor-public

[Create](#)

If you wish to make this note available to your provider, check the box adjacent to *Note is vendor-public*.

5. Click *Create*. The note will display on the screen.

6. Click *Return* to return to the selection list or purchase order.

[Return](#)
[New Note ▼](#)
[New Alert ▼](#)

1.	please use summer reading bookplate	9/8/15 4:35 PM Delete
----	-------------------------------------	---------------------------------------

7. The number in parentheses next to the *Notes* link will update to display the total number of alerts and notes for the line item.

✓ Line Items
[Expand All](#) Items Notes

☐

[A really short history of nearly everything / Bill Bryson.](#)

Bryson, Bill. 0385738102 1st U.S. ed. c2008. Delacorte Press, native-evergreen-catalog

Order Identifier
ISBN ▼
0385738102 ▼

47218 | 0 |
[→ catalog](#) | [worksheet](#) | [requests](#)

[Expand](#)

[Copies\(4\)](#)
[Notes\(1\)](#)

Line Item Actions Menu

The line item actions menu provides you with a number of functions that can be applied to a particular line item.

Update Barcode

You are only able to update barcodes once a line item has been received.

1. Open a purchase order.
2. Using the *Actions* menu on the line item, select *Actions→Update Barcodes*.

LADY IN QUESTION, THE
 2014. Sony Pictures Home Entertainment, Midwest
 Order Identifier

[Expand](#) [Copies\(1\)](#) [Notes\(0\)](#) [-- Actions --](#) [Received](#)

1314 | [1](#) | [→ catalog](#) | [worksheet](#) | [requests](#) | [view invoice\(s\)](#) | claim policy: Damaged Replace

[-- Actions --](#)
[Update Barcodes](#)
[Holdings Maint](#)
[Claims \(0 existing\)](#)
[View History](#)

3. The *Create or Re-Barcode Items* screen will open in a new tab.

Record Summary (View MARC)
 Title: LADY IN QUESTION, THE
 Author: Hayworth, Rita
 Bib Call #:

Edition: Pub Date: 2014
 TCN: ocn874159001
 Database ID: 5662710
 Record Owner:

Created By: gplscqadmin
 Last Edited By: gplscqadmin
 Last Edited On: 08/28/2014 1:52 PM

Volume and Copy Creator

Library	# of volumes	Classification	Prefix	Call Number	Suffix	# of Copies	Barcode / Part Designation
STATELIB-L	1	Generic		ACQ301		1	ACQ301

Auto-Generate Barcodes? ☐ Use Checkdigit ☐ Print Labels? ☐

[Re-barcode / Update Items](#) [Edit then Re-barcode](#)

4. See [Adding Holdings to Title Records \[link\]](#) to continue.

Holdings Maintenance

Once an item is received, it is possible to use the Actions menu to go directly to Holdings Maintenance to view and edit the holdings for a line item.

1. Open a purchase order.
2. Using the *Actions* menu on the line item, select *Actions→Holdings Maint*.

LADY IN QUESTION, THE
 2014. Sony Pictures Home Entertainment, Midwest
 Order Identifier

[Expand](#) [Copies\(1\)](#) [Notes\(0\)](#) [-- Actions --](#) [Received](#)

1314 | [1](#) | [→ catalog](#) | [worksheet](#) | [requests](#) | [view invoice\(s\)](#) | claim policy: Damaged Replace

[-- Actions --](#)
[Update Barcodes](#)
[Holdings Maint](#)
[Claims \(0 existing\)](#)
[View History](#)

3. The *Holdings Maintenance* screen will open in a new tab.

Record Summary ([Add Volumes](#)) ([View MARC](#))

Title: LADY IN QUESTION, THE **Edition:** **TCN:** ocn874159001 **Created By:** gplsqadmin
Author: Hayworth, Rita **Pub Date:** 2014 **Database ID:** 5662710 **Last Edited By:** gplsqadmin
Bib Call #: **Record Owner:** **Last Edited On:** 08/28/2014 1:52 PM

[Start](#) [Previous](#) [Next](#) [End](#) [Search Results](#) [Actions for this Record](#)

Holdings Maintenance

STATELIB-L Georgia Public Library Service - Professional Collection Limit: This Specialized Library / Your Bookmobile

☒ Show Volumes ☒ Show Items ☐ Hide Empty Libs [Refresh](#) Consortial Total: 3 Available: 0 [Actions for Selected Rows](#)

#	Location/Barcode	Volumes	Copies	Call Number	Circulation Library	Due Date	Location	Owning Library	Part	Status
1	▲ PINES : PINES									
2	▲ STATELIB : Georgia Public Li...									
3	▲ STATELIB-L : Georgia Publi... 2		<2>							
4	▲ ACQ301	1	ACQ301					STATELIB-L		
5	ACQ301		ACQ301		STATELIB-L		AV	STATELIB-L		In process
6	▲ ACQ571	1	ACQ571					STATELIB-L		
7	ACQ566		ACQ571		STATELIB-L		On Order	STATELIB-L		On order

4. See Adding Holdings to Title Records [link] for further instructions.

Claims

You can manually claim a copy any time after it has been ordered until it is received. You can also claim copies that have been suspended.

1. Open a purchase order.
2. Using the *Actions* menu on the line item, select *Actions*→*Claims*.

[LADY IN QUESTION, THE](#)
 2014. Sony Pictures Home Entertainment, Midwest
 Order Identifier [Expand](#) [Copies\(1\)](#) [Notes\(0\)](#) [-- Actions --](#) Received

1314 | 1 | [→ catalog](#) | [← worksheet](#) | [requests](#) | [view invoice\(s\)](#) | claim policy: Damaged Replace

[-- Actions --](#)
 -- Actions --
 Update Barcodes
 Holdings Maint
Claims (0 existing)
 View History

3. Check the boxes adjacent to the copies you wish to claim and click *Claim Selected*.

Claims
 Against item: LADY IN QUESTION, THE (1314)
 Initiate New Claims
☒ ACQ301 / Rec'd 2014-10-16T13:16:45-0400

[Claim selected](#)

4. From the *Claim Type* drop down menu select the reason you are making the claim.

Claim type: BO
Damaged
NR
MIS

Note:

Claim

5. Enter a note if you desire and click *Claim*.

Claim type: MIS

Note:

Claim

6. The number of existing claims on the line item updates.

7. Using the *Actions* menu on the line item, select *Actions*→*Claims (X existing)*.

LADY IN QUESTION, THE
 2014. Sony Pictures Home Entertainment, Midwest
 Order Identifier UPC

1314 | [catalog](#) | [worksheet](#) | [requests](#) | [view invoice\(s\)](#) | claim policy: Damaged Replace

Expand Copies(1) Notes(0)

Claims (1 existing) ▼
 -- Actions --
 Update Barcodes
 Holdings Maint
 Claims (1 existing) ▼
 View History

8. The claimed items will appear in the top half of the pop-up with a link to their associated vouchers. Click *Show Voucher*.

Claims
 Against item: LADY IN QUESTION, THE (1314)

- ACQ301 / Rec'd 2014-10-16T13:16:45-0400
 - MIS [Show Voucher](#)

Initiate New Claims
☐ ACQ301 / Rec'd 2014-10-16T13:16:45-0400

Claim selected



There is currently a bug preventing claim vouchers from appearing.

View History

It is possible to view the changes that have been made to a line item.

1. Open a selection list or purchase order.
2. Using the *Actions* menu on the line item, select *Actions*→*View History*.

LADY IN QUESTION, THE
2014. Sony Pictures Home Entertainment, Midwest
Order Identifier

[Expand](#) [Copies\(1\)](#) [Notes\(0\)](#) [-- Actions --](#) [Received](#)

1314 | [→ catalog](#) | [worksheet](#) | [requests](#) | [view invoice\(s\)](#) | claim policy: Damaged Replace

[View History](#)

3. By default the newest changes appear first. Use the column headers to sort.

Lineitem History

[Back](#) [Next](#) [Filter](#)

✓	#	Audit Time	State	Selection List	Purchase Order	Provider	Estimated Unit Price	Claim Policy	Create Time	Edit Time	Creator	Editor	Selector	Cancel Reason	Evergreen Bib ID	Expected Receive Time	Queued Vandalay Record	Source Label
<input type="checkbox"/>	1	4/25/16 2:46 PM	on-order		TestImRec1	TV1	16.22		4/25/16 2:25 PM	4/25/16 2:45 PM	3762437	3762437	3762437		5678913		262962	
<input type="checkbox"/>	2	4/25/16 2:45 PM	on-order		TestImRec1	TV1	16.22		4/25/16 2:25 PM	4/25/16 2:43 PM	3762437	3762437	3762437		5678913		262962	
<input type="checkbox"/>	3	4/25/16 2:43 PM	new		TestImRec1	TV1	16.22		4/25/16 2:25 PM	4/25/16 2:28 PM	3762437	3762437	3762437		5678913		262962	
<input type="checkbox"/>	4	4/25/16 2:43 PM	new		TestImRec1	TV1	16.22		4/25/16 2:25 PM	4/25/16 2:28 PM	3762437	3762437	3762437				262962	
<input type="checkbox"/>	5	4/25/16 2:42 PM	new		TestImRec1	TV1	16.22		4/25/16 2:25 PM	4/25/16 2:28 PM	3762437	3762437	3762437					
<input type="checkbox"/>	6	4/25/16 2:28 PM	new		TestImRec1	TV1			4/25/16 2:25 PM	4/25/16 2:25 PM	3762437	3762437	3762437					

Estimated Price

The final column of a line item is Estimated Price. A purchase order will not activate without the Estimated Price field filled in for each line item.

The price entered into Estimated Price is the amount that will be encumbered for the item. It is also the amount that will appear in the price field of the copy editor for all copies created from this line item.

1. Open a selection list or purchase order.
2. Enter a price in the Estimated Price field for each line item. The price is automatically saved.

Canceling and Suspending Line Items

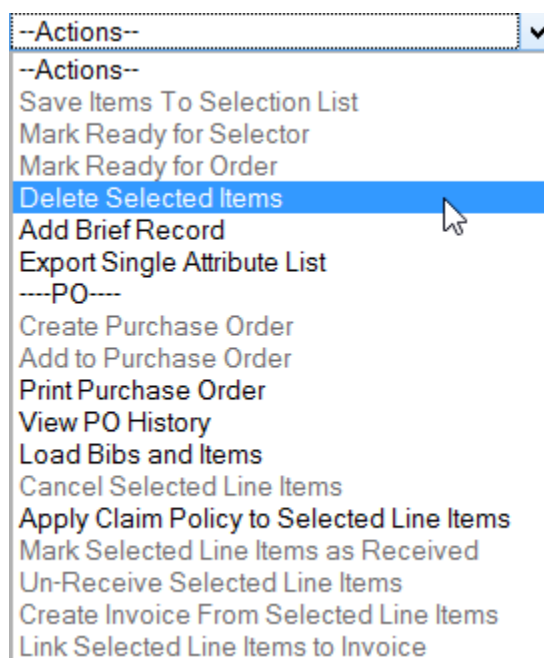
See [Canceling and Suspending Line Items](#)

Delete a Line Item

Line items with the status of new, selector-ready, order-ready, or pending-order can be deleted.

Be sure you want to delete the line item as there is no warning message and once deleted line items cannot be un-deleted.

1. Open a selection list or purchase order.
2. Check the box(es) of the line item(s) you would like to delete.
3. Using the main *Actions* menu, select *Actions* → *Delete Selected Items*.

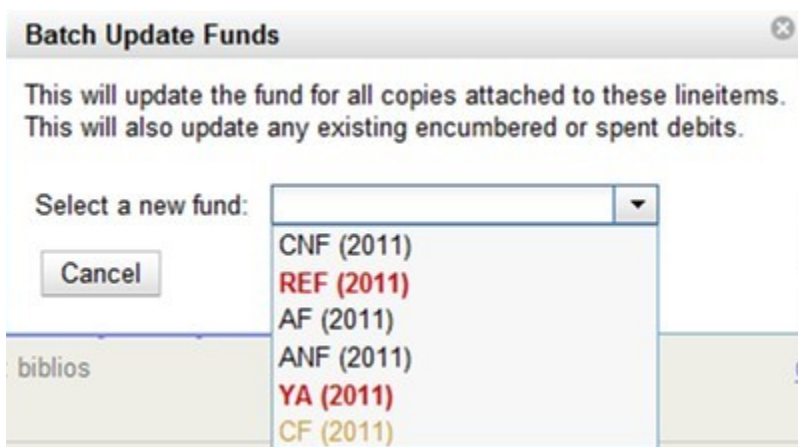


4. Your line item and the history associated with it will disappear.

Apply Funds to Line Items

You can apply a single fund or multiple funds to copies or line items on a selection list or a purchase order prior to ordering. Funds can be applied to line items from the Copies link that is located on a line item. Funds can also be applied or updated by using the batch updater for line items and their attendant copies.

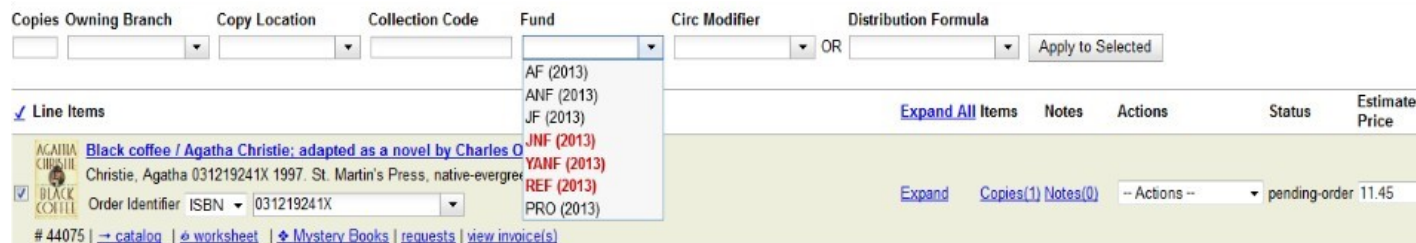
Fund balance levels are indicated by color. A black fund name indicates that the fund has money to be spent. A yellow fund name indicates that the balance in the fund has dropped to the warning percent for the fund. A red fund name indicates that the balance in the fund has dropped to the stop percent for the fund. Funds that have been closed out will no longer appear on the drop down list.



Apply Funds to Line Items via the Batch Updater

You can apply funds to all copies on a line item using the Line Item Batch Updater on a purchase order.

1. Open a purchase order.
2. Check the box(es) of the line item(s) to which you would like to apply funds.
3. In the Line Item Batch Updater, select from the dropdown menu the fund you wish to apply to all line items.



4. Click Apply to Selected.

Apply Funds to Individual Copies

1. Open a purchase order.
2. On the line item you wish to apply funds to click the *Copies* link.



3. To apply a fund to an individual copy, click the drop down arrow in the Fund field for the copy and select the fund you would like to use. Ensure that all copies have a fund selected.

Add/Edit Items

Return | Item Count: 1 | Go | Save Changes

Distribution Formulas Apply

Owning Branch	Copy Location	Collection Code	Circ Modifier	Callnumber	Batch Update
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Batch Update"/>

Owning Branch	Copy Location	Collection Code	Circ Modifier	Callnumber	Barcode	Notes	Receiver
BW	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>

4. Click *Save Changes*.

5. Click *Return* to return to the purchase order.

Update Funds on Line Items via the Batch Updater

The fund in use for all copies on a line item can be updated at any time using the Line Item Batch Updater on a purchase order.

1. Open a purchase order.
2. Check the box(es) of the line item(s) for which you would like to update the fund.
3. Select the fund you wish to apply to the line items from the drop down menu of the Fund field on the Line Item Batch Updater.

Copies	Owning Branch	Copy Location	Collection Code	Fund	Circ Modifier	Distribution Formula				
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="button" value="Apply to Selected"/>			

Line Items

	Expand All	Items	Notes	Actions	Status	Estimate Price
Black coffee / Agatha Christie: adapted as a novel by Charles O. Christie, Agatha 031219241X 1997. St. Martin's Press, native-evergreen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	pending-order	11.45
Order Identifier ISBN <input type="text" value="031219241X"/>	<input type="button" value="Expand"/>	<input type="button" value="Copies(1)"/>	<input type="button" value="Notes(0)"/>	<input type="button" value="-- Actions --"/>		

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4. Click *Apply to Selected*.

Copies	Owning Branch	Copy Location	Collection Code	Fund	Circ Modifier	Distribution Formula	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	AF (2013)	<input type="text"/>	OR <input type="text"/>	<input type="button" value="Apply to Selected"/>

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