

## How to mark a book MISSING in Alma

1. Look for the title in the Search box
2. Find the correct record
3. Click on the blue link "Items," located to the right of the title.
4. Click on the three dots on the right
5. Click "Toggle Missing Status"
6. Exit out

The screenshot shows the Alma search results page. At the top, there is a navigation bar with links like 'Manage Patron Services', 'Scan In Items', 'Return Items', and 'Monitor Requests & Item Processes'. Below this is a search bar containing the text 'The holographic universe /'. The search results show 'All Titles (1 - 3 of 3)'. The first result is 'The holographic universe / Michael Talbot.' with details such as 'Book (Book - Physical) By Talbot, Michael, (New York, NY : HarperCollins Publishers c1991.)', 'Language: English', 'ISBN: 006016381X (cloth)', 'MMS ID: 992340843803559', 'Record number: ocm23218578', 'Creation Date: 04/05/2017 02:55:34 AM EDT', and 'Edition: 1st ed.'. There are buttons for 'Holdings', 'Items', and a three-dot menu.

The screenshot shows the Alma holdings page for 'The fall and rise of Jimmy Hoffa. Sheridan, Walter, 1925- Saturday Review Press New York, [1972] [0841502021]'. The page displays the location 'Carlson Library: Carlson Main Le...' and the MMS ID '99458643803559'. Below this is a table of holdings. A context menu is open over the first holding, showing options: 'View', 'Edit', 'Duplicate', 'Change Location', 'Toggle Missing Status', 'Work Order', and 'View hidden'. The table has columns for Barcode, Library, Location, Call Number, Item Call Number, Description, Tempora Location, Status, Process type, and Rec date.

Barcode	Library	Location	Call Number	Item Call Number	Description	Tempora Location	Status	Process type	Rec date
39363001399952	Carlson Library	Carlson Main Level 3	HD6515.T3 S5 1972	-	-	No	Item in place	-	08/05/1997