

To add *new* iPads into the Libraries' Voyager database, follow these instructions:

- Open Voyager Circulation
- Click **ITEM** Button
 - Cancel **SEARCH BY ITEM BARCODE** dialog box
- Right Click the light gray area and
 - Choose **ADD BIB/ITEM...**
 - On "BIB" Tab:
 - Template: **BOOK**
 - Date: (**Current Year**)
 - Title: (**iPad Name**)
 - example: iPad1
 - On "HOLDINGS" Tab:
 - Location: (**Default**) example:
 - Carlson Circulation
 - Call No. Type: **OTHER**
 - Call Number: (**iPad Name**) example:
 - iPad1
 - Enumeration: (**Computing Services' System ID Number**)
 - example: MIA13 0006
 - Chronology: (**Unit's Serial Number** found here:
 - Settings | About...)
 - On "ITEM" Tab:
 - Item Type: **iPad**
 - Price: (**Replacement Cost**)
 - example: \$500.00
 - Item Barcode: (**From Library's Barcode Label**)
 - example: 39363 ##### #####
 - Click **OK**