Flagging an Item Missing requires searching for the item by Call Number or Title in the Voyager Circulation Module.

Enter the Mfhd Call Number as shown and select “Do Search.”
Select OK

Select the Graph Icon

Scroll in the Status List box until Missing is highlighted and then select the Up Arrow key
After pressing the UP Arrow Key, Select the OK button
Missing Items – Circulating

Select OK

Select Yes to Remove the Missing Status.
Select Yes to Remove the Missing Status and the Item will be charged.
Results in Remove Status(es)? Prompt – The answer is NO, if both Missing, Withdrawn
When the item is Returned, upon Discharge the Same note will appear again.

Selecting OK, produces same note.
Again the answer is “NO” and then the book should be sent to Acquisitions for review to be re-added or not or sent to Cataloging to add to collection again, without review by Acq.