Creating Cross Referencing by Address Lesson

Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Inventory** link. Inventory
3.	Click the **Inquiries & Reports** link. Inquiries & Reports
4.	Click the **Inventory Inquiries** link. Inventory Inquiries
5.	Click the **Item Cross-Reference** link. Item Cross-Reference
6.	Click the **Add** button.
7.	Enter "**VN**" into the **Cross Reference Type Code** field.
8.	Click in the **Address Number** field.
9.	Enter the address book number into the **Address Number** field.
10.	Click in the **Item Number** field.
11.	Enter the item number into the **Item Number** field.
12.	**Item Description** – defaults in
13.	Enter the cross reference number into the **Cross Reference Item Number** field.
14.	Click the scrollbar.
15.	**Effective Date** – current date
16.	Enter the future date when the cross reference will no longer apply into the **Expired Date** field.
17.	**Cross Reference Description** & **Cross Reference Description Line 2** – both default in
18.	Press the down arrow on your keyboard.
19.	Click the **OK** button.
20.	Click the **Cancel** button.

Step	Action
21.	Click the **Close** button.
22.	You have successfully completed this lesson. **End of Procedure.**