# Marking Items as Missing in Alma

Items can only be marked missing if their status is “Item in Place.” If an item is on loan or in a process type it cannot be marked as missing.

1. Do a **physical titles** search (do not search by physical items).

Graphical user interface, text, application, email

Description automatically generated

1. Expand the record so you can click on the Items link

Table

Description automatically generated with medium confidence

1. The item appears

Calendar

Description automatically generated

1. Click the row action menu and select “Toggle Missing Status”

Graphical user interface, application

Description automatically generated

1. Now the item status is “Item not in Place” and the Process type is “Missing.” The display in Primo VE is “Not available – Missing”

Text

Description automatically generated with medium confidence