# 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).



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



1. The item appears



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



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”

