# Assigning an item to a temporary location

Go to the Scan In Items menu -> Fulfillment > Resource Requests > Scan In Items

Graphical user interface, application

Description automatically generated

* Change to the tab “Change Item Information”
* Make sure the Change type is “Temporary”
* Enter the Location
* Due Back – This field is optional. There is a job that runs each night that will identify items that are due to be returned to their permanent location.
* Scan in the Item barcode and click OK

Graphical user interface

Description automatically generated

Now in Primo the item shows in the new location:

Graphical user interface, text, application, Word, email

Description automatically generated

If you use the **Due Back** field, you will want to check the report that runs each night that indicates when items are to be returned to their permanent location.

Go to Fulfillment > Advanced Tools > View Restore Request Jobs

Graphical user interface, application

Description automatically generated

# Returning an Item back to its Permanent Location

Go to the Scan In Items menu -> Fulfillment > Resource Requests > Scan In Items

* Change to the tab “Change Item Information”
* Select Change Type: “Restore”
* Scan the barcode into the Scan item barcode box and click OK.

Graphical user interface, application

Description automatically generated