



Topic: Global Item Modification

Related Topics: Call Number and Item Maintenance #11

Introduction: Global Item Modification wizard provides the ability to change a specific property of many items at one time. For example, the home location, the item type, or the price may be changed with just a scan of the barcode or changing the home location of a cart of books from stacks to Battle of the books.

Global Item Modification: modify item(s).

Click the Item Information tab, located under the common tasks tab in the ASDCIRC tool bar.

1. Click Global Item Modification wizard.

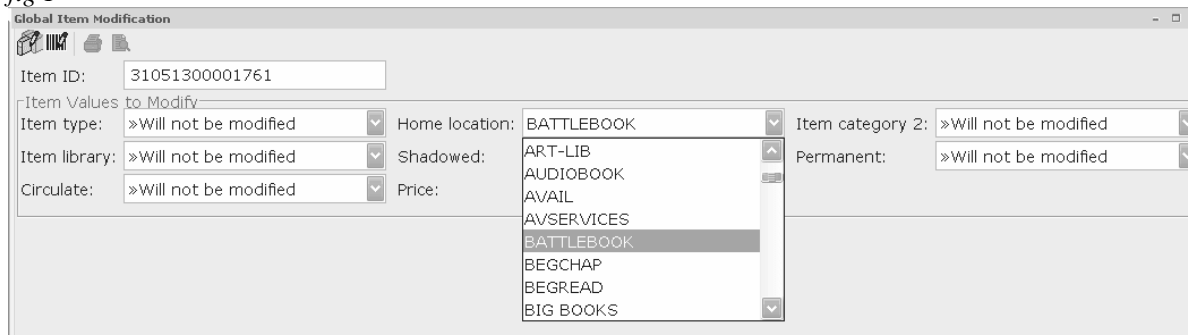
NOTE: The properties window will open every time if you have not selected the radio button-Never, Review bulletin # 1.

2. The modification window opens with the possible edit options. *Figure 1*

3. Select the value to modify.

- Click on the arrow by the global edit value you wish to change.
- Use the drop down to select the modification value.

fig 1



4. Click in the Item ID field.

5. Scan bar code you wish to edit globally.

6. Click Modify button located at bottom of window.

7. The item modified drops into a list.

Repeat scanning all items with the same modification value.

The list of edited items can be printed by selecting:

1. File on the top menu bar
2. Print screen