

April 6, 2005

Moving Items into Record Sets

1. Select "Record Sets" from "Cataloging" drop down on tool bar.
2. Type in "*display" to search for appropriate record set.
3. Add records. Be sure to SAVE.
4. Copy record set name to assure no errors.
5. Select the "Bulk Change" icon with the cute little rectangles.
6. On 'Location' tab check Owner and Assigned Branch. The system fills in the data.
7. On 'Circulation ' tab check Circulation Status. 'Display' should show in status. Note, if you want to change status for whole record set, you can do it here.
8. On 'Report/Record Set' tab check to see if correct record set is displayed.
9. Click on 'OK'.