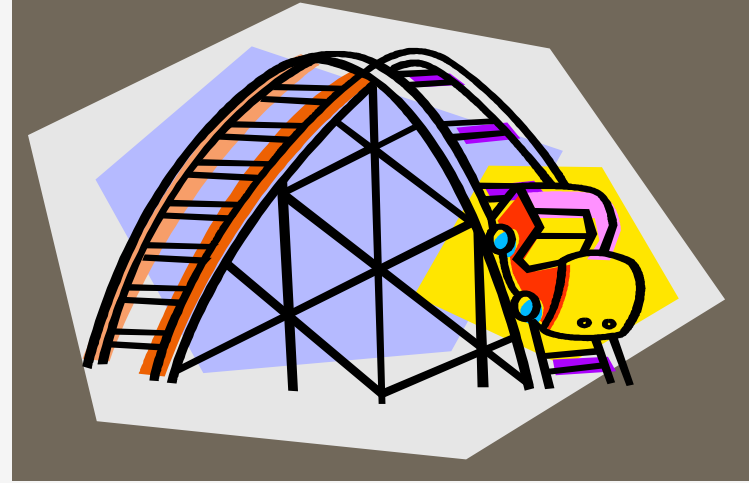# GLOBAL CHANGES

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AGENDA:

- Why Globals are beneficial
- Workflow for Global Request
- Types of Globals
    - Update Holdings / manage-21
    - Update Items / manage-62
    - Update Bibliographic Records / manage-21
    - Delete Items / item-11
    - Fix Procedures / manage-33
    - Custom Services
- URL Checker
- SQL Alternatives
- Cut, Paste and/or Importing results into Excel

Why Globals are Beneficial:

- ALEPH **global change** mechanisms are used to maintain a quality database freeing up time for librarians to focus on public service. This session will identify which situations commonly require global services to accomplish the task.

Workflow for Global Request

- Write up request & create an ODIN Help Desk ticket
  - Provide examples which need to be updated
  - Include what change is needed
  - Estimate how many records will be affected
  - Provide report of records (if possible)

- ODIN staff comes up with a plan
- Global is executed in non-update mode
- Requester may be asked to check things out
- Adjust PLAN as necessary
- Run again in non-update mode or execute in update mode
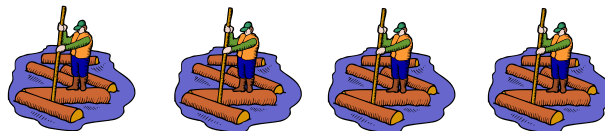- Requester checks results

Types of Globals:

- Update Holdings / manage-21
    - I want all items in ??? Collection to be in ??? Collection
- Update Items / manage-62
    - Anything in Item Process Status ?? needs to be in ??
- Update Bibliographic Records / manage-21
    - I need 856 subfield z to say http://wisherwasher.nodak.edu instead of http://nannonanno.nodak.edu

Types of Globals:

- Delete items / item-11
  - Time to delete serial issues from my stacks because I only keep the current 3 years
- Fix Procedures / manage-33
  - My fiction collection doesn't have call numbers & I want each item to include the author
- Custom Services / such as custom-48
  - We want to clear the TO-DEL flag from our patrons

URL Checker
http://www.odin.nodak.edu/node/41

- Cataloging – ret-03
- Cataloging – ret-01
- Cataloging – print-03
- Cataloging – print-11
- Circulation – cust-90

- Print-11 will produce 3 reports & you give them the title
    - Correct 856s
    - Error 856s
    - Redirect 856s
- No report comes across = No errors

SQL – an Alternative

- Used when Aleph Services do not exist

- Examples
  - Update patron expiration date
  - Adjust ILL Total and/or Active Limits
  - Fix sequences on ILL records

Used when:

1) Size is under 9 digits

2) Data is suited for columns

3) No additional fields are desired

4) Custom Report

- Open an ALEPH module
- Run a service
- Move file from remote to local
- Double-click to open file
  - When file opens, the copy/paste may be done
- Scroll down to end of file
- Ctrl/A – highlights all data
- Ctrl/C – copies all data
- Open Excel
- Paste data into Excel
- Manipulate data

Excel / Copy & Paste

Used when:

1) Size is over 9 digits
2) Data is suited for columns
3) Additional fields are desired
4) Report won't open in ALEPH
   1) Note – Must be an ALEPH canned report "not" a custom report

- DYK (Did You Know) recording & word doc both available @
  - http://umwug.odin.nodak.edu/OtherInformation

Excel / Importing

MISCELLANEOUS

- Fixed fields (006, 007, 007, 008, LDR) normally not globally changed but we have done this with a fix-routine & re-load of all the records.

- CATALOGER name should be used on global change workforms otherwise Aleph sets cataloger name to 'BATCH-UPD'

- Always ask – we may not be able to do something but if you don't ask, we can't help

OPEN DISCUSSION

Did this session help you?

What could be done to improve things?

Would you attend another ODIN Work Day?