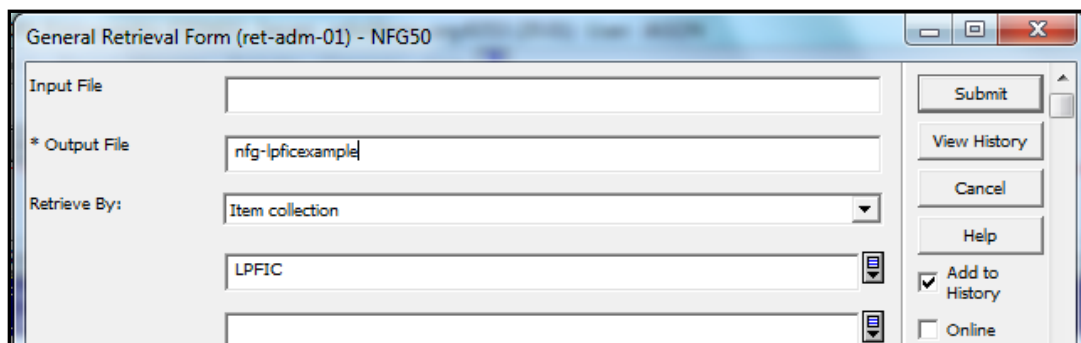


## Global Item Changes using 'Update Item Records (manage-62)'

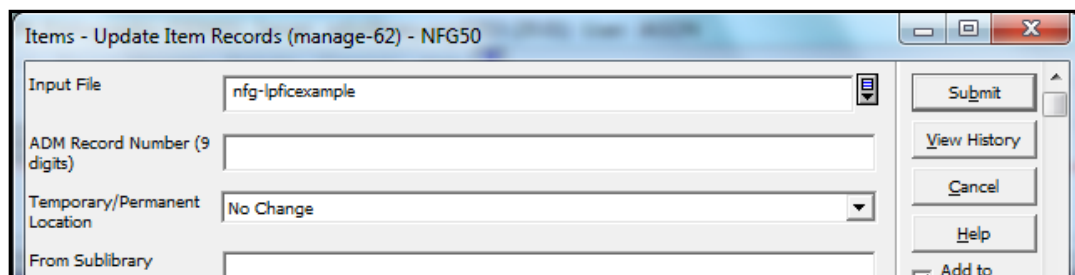
Per the manage-62 help section: "You would usually use this service as a tool for making global changes in the ADM library, such as changing item statuses or switching items from one sublibrary to another."

This process is designed to be used with the General Retrieval Form (ret-adm-01).

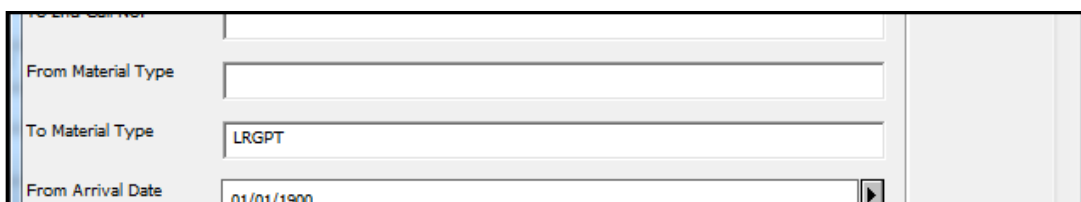
For example: If you want to make sure that all items in the Large Print Fiction collection (LPFIC) are Material Type LRGPT (rather than BOOK), run a General Retrieval Form to return the collection LPFIC. This will ensure you are only modifying the records within the LPFIC collection.



Once you have run the General Retrieval Form, you can now run Update Item Records. Use the Output File from your General Retrieval Form as the Input File for Update Item Records. *Leaving the Input File blank will change all items in the catalog!*



In our example, we want to make sure every material type is equal to LRGPT. Therefore, we can leave From Material Type blank and use LRGPT for To Material Type. This will change the material type of all items within our set (nfg-lpficexample) to LRGPT.



(To represent a BLANK field, use 'ZZ' as your input. For example, a blank Item Process Status might represent *Not In Process*, which you might want to change to 'MI' (missing). To only affect *Not In Process*, you would use 'ZZ' for 'From Item Process Status' and 'MI' for 'To Item Process Status'.)