



MAKING GLOBAL CHANGES

Once confirmed, global changes are irreversible. Please confirm the change you would like to make before you submit it.

Global Changes are located in the modules that the changes apply to (i.e. **Patron > Global Changes, Circulation > Global Changes, Catalog > Global Changes > Global Changes**). There are two types of global changes: System Defined and User Defined.

SYSTEM DEFINED GLOBAL CHANGES

System Defined global changes are the changes that appear in the list upon opening any global change window.

In each global change type you may see the following options:

1. Select the search criteria to specify where the change will occur. It is recommended to place items in a subset for global changes.
 - 1.1. Click **Add** to add additional search criteria if needed.
 - 1.2. Click **Remove** to remove additional search criteria if too many have been added.
2. If there is a New Value area, Specify the original value in the From field and the new value in the To field.
3. Click **Change**.
4. Click **Yes** to confirm the change.

USER DEFINED GLOBAL CHANGES

These global changes allow you to modify records matching your specified search criteria with new values that you are able to select. Subsets created in any the Find/Add feature that corresponds to the module are useful because they can assist in narrowing down the records to be changed.

BARCODE	TITLE	CALL NO	CIRC TYPE	COPY CALL NO
30001000002935	A cat in a kayak	REF E COF	Books	REFSS123 E COF ABC
30001000003058	A cat in a kayak	REF E COF	Books	REF E COF
30001000003059	A cat in a kayak	REF E COF	Books	REF E COF
30001000003156	A cat in a kayak	REF E COF	Books	REF E COF
30001000003201	A cat in a kayak	REF E COF	Books	REF E COF
30001000003218	A cat in a kayak	REF E COF	Books	REF E COF
30001000003481	A cat in a kayak	REF E COF	Books	REF E COF
30001000000110	Cats	636 ALD	Books	636.8 ALD
30001000001878	Cats	636 ALD	Books	J 813.6
30001000001427	Cats	636 ALD	Books	636.8 HAM
30001000002083	Cats	636 ALD	Books	636.8 HAM
30001000000307	The cat in the hat beginn...		Books	E SEU
30001000002090	The cat in the hat beginn...		Books	E SEU
30001000002091	The cat in the hat beginn...		Books	E SEU
30001000003478	The cat in the hat beginn...		Books	E SEU