

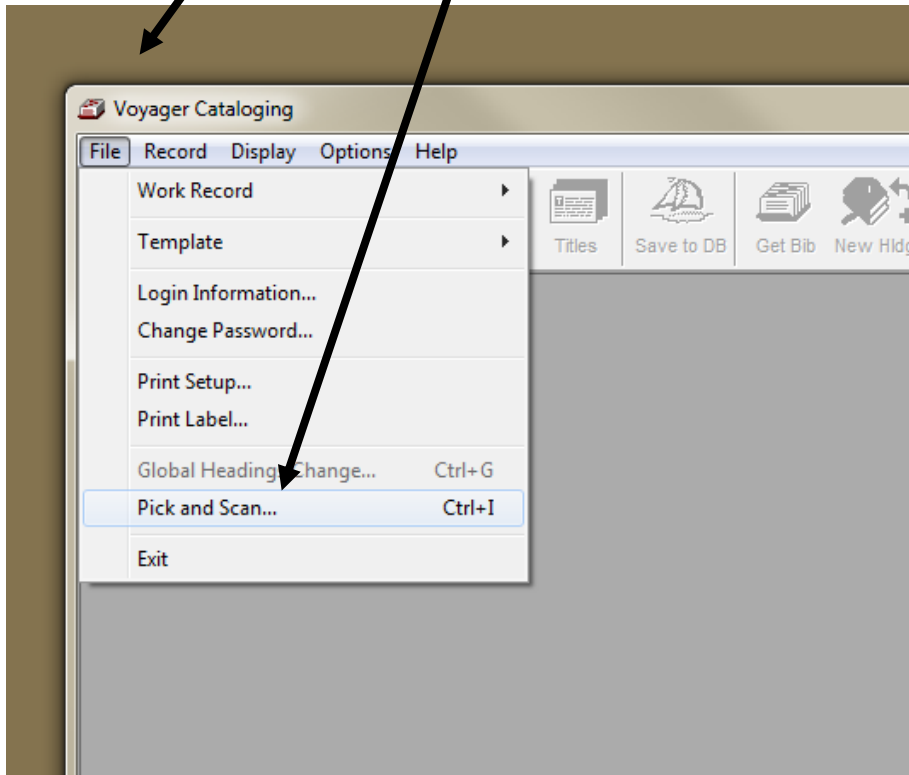
Instructions for Clearing the Temporary Cataloging Location with Pick & Scan in Voyager Cataloging v.9.0

July 7, 2015

Open Voyager Cataloging by clicking on the shortcut



Click on File ...
then choose Pick and Scan from the
drop down menu.



Under the Changes To Make tab, choose "Clear" for Location - Temporary

Then choose the Records to Change tab.

The screenshot shows the 'Pick And Scan' application window. It features two main tabs: 'Changes To Make' and 'Records To Change'. The 'Changes To Make' tab is currently selected and contains several sections:

- Locations:** Permanent: No Change; Temporary: Clear (indicated by an arrow from the instruction box).
- Types:** Permanent: No Change; Temporary: No Change; Media: No Change.
- Self Check:** Magnetic Media: No Change; Sensitize: No Change.
- Item Free Text:** Radio buttons for No Change (selected) and Clear.

The 'Records To Change' tab is also visible and contains:

- Copy Number:** Radio buttons for No Change (selected), Reset to 0 (zero), and Replace with: [text input].
- Pieces:** Radio buttons for No Change (selected), Reset to 1 (one), and Replace with: [text input].
- Item Price:** Radio buttons for No Change (selected), Reset to 0 (zero), and Replace with: \$0.00.
- Item Status:** Radio buttons for No Change (selected), Add, Remove, and Delete. Below these are several status options: At Bind, Catalog, Circulati, Claims F, Damage, In Proce, In Trans, Lost-Lit.
- Statistical:** Radio buttons for No Change (selected), Add, Remove, and Delete. Below these are B&T Le.

Under the Records to Change tab,
choose:

- Item Barcode
- This item only
- Update Database

Pick And Scan

Changes To Make | Records To Change

Record Identifier

Item Barcode Holdings ID
 Item ID Bibliographic ID

Perform changes against

This item only
 All items on this holdings record
 All items on all holdings records

What to do

Update Database
 Preview

Stop processing upon first error

Identifier: ✓ File:

Before After (if changed)

Then enter the item barcode in the
Identifier box.

The Temporary Location is now cleared from that item.

Pick And Scan

Changes To Make | Records To Change

Record Identifier

Item Barcode Holdings ID
 Item ID Bibliographic ID

Perform changes against

This item only
 All items on this holdings record
 All items on all holdings records

What to do

Update Database
 Preview
 Stop processing upon first error

Identifier: File:

	Before	After (if changed)
Item ID:	170549	
Barcode:	30278001709159	
Title:	Four novels of the 1950s / Ross Macdonald ; Tom Nolan, editor.	
Enum/Chron:		
Call Number:	PS3525.I486 A6 2015	
Call Number Prefix:		
Holding Location:	Circulating Collection	
Permanent Location:	Circulating Collection	
Temporary Location:	Cataloging	<cleared>
Permanent Type:	Book - Circulating	
Temporary Type:		
Media Type:		
Item Status:	Charged	
Statistical Categories:		
Magnetic Media:	No	
Sensitize:	Yes	
Free Text:		
Copy Number:	1	
Pieces Number:	1	
Price:	37.50	
MFHD ID 164744:	Unsuppressed	
Bib ID 187057:	Unsuppressed	
Update Bib Status:	N/A	
Update Holding Status:	N/A	
Update Item Status:	Processed.	