sierra cataloging

How to Use Advanced Limiting in Global Update

# Topics:

* Create a review file of records to be globally updated.

# Open the file in the Global Update Function.

# For more information check [Advanced limiting in Global Update](https://documentation.iii.com/sierrahelp/Default.htm#sgcat/sgcat_global_advancedlimit.html).

# What follows is the process to delete unwanted barcodes from patron accounts which contain multiple barcode fields.

# Open the file of patron records in global update. Before starting this process, it is helpful to toggle the display to patron barcode so you can see the variety of digits at the beginning of the barcodes.

# Click Tools

# Click limit – this opens a search window like what is seen in create lists. Choose the append command and build the query. In this example, the barcodes starting with 0 and 1 will be changing:

# type = patron field = barcode condition = starts with value a = 0

# OR type = patron field = barcode condition = starts with value a = 1

# Advanced limit

# Click OK | Click search.

# A subset that matches the search criteria will display.

# Display records

# Select the records to delete

# Click command input

# Click add

# Select delete variable length field

# Click ok

# Delete command

# Uncheck “use displayed field.”

# In the field group tag window, select barcode, add data

# Click ok

# Click Preview tab

# Preview tab

# The selections will display and show the barcodes that will be deleted. Some of the entries may include multiple barcodes.

# Click process and yes, if this accomplishes your goal.

# Now, to repeat the process for the next grouping….

# Click select records, then on Tools | Limit

# Change value a to different digits to retrieve another subset of records

# Click ok and then on search

# To clear the limits to view the entire list, click Tools |limit. In the bottom right corner click “clear all” | click OK.

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