AFO 124 - Edit holdings

124.1 Introduction

Use this AFO to modify existing holding records and shelfmarks directly.
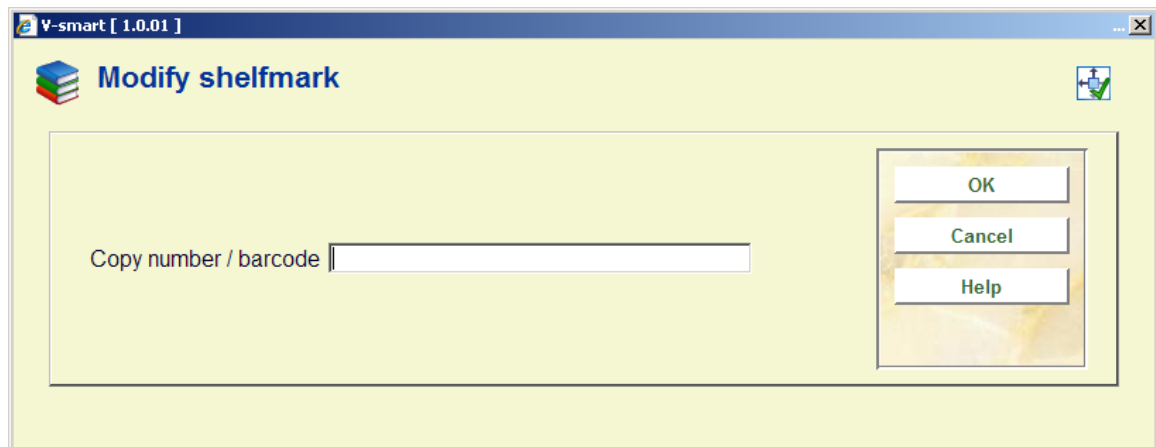
Note

If the item is at the managing location (different from the owning location) or in transit to the managing location, a person at the owning location cannot modify the item data.

If the item is at the managing location (different from the owning location) a person at the owning location may change the current shelfmark information but not the owning shelfmark information.

If the item is at the owning location, a person at the owning location may change both the current shelfmark information and the owning shelfmark information.

124.2 Edit holdings

After starting this AFO you will be presented with an input form:

Enter the copy number or barcode for the holdings record item (shelfmark item) that you want to modify directly. You are then presented with another input form:

Fields on the screen

Copy number / barcode and **Title** are protected fields.

Material type - click the drop down arrow to select the material type code that you want to assign to the holdings record item.

Location code - click the drop down arrow to select the location code that you want to assign to the holdings record item.

Sublocation code - use the **List** button to select the sublocation code that you want to assign to the holdings record item.

Shelfmark classification - enter the text that you want printed on the shelfmark label.
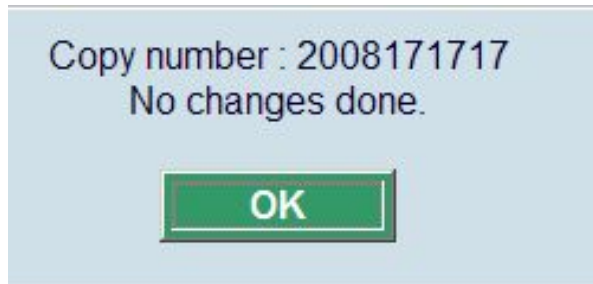
Note

Depending on system settings more fields (like Statistical code) may be offered on this screen.

Modify the fields as needed and then click **OK**. Any modifications will be saved and the window will be closed. The system wil return to the search screen where you can input the item barcode.

Note

Before the changes are actually applied, the system will check that the password used is authorised to make these changes.

If you click **Cancel** instead, the system will display the following message:

Copy number : 2008171717
No changes done.

OK

- **Document control - Change History**

Version	Date	Change description	Author
1.0	April 2008	creation	
2.0	September 2010	Display barcode and title on input form part of 2.0.06 updates	