

How to Change the Default Library in the Call Number and Item Maintenance Wizard

Created April 21, 2020

Questions? Please contact rsahelp@railslibraries.info or 1-866-490-4083.

1. Log into WorkFlows using your individual cataloging login or the TECH login if you have not yet been assigned an individual cataloging login.
2. Click on the Cataloging module at the top.
3. Expand the “Common Tasks” group on the left side of the screen if it is not already expanded.
4. Right click on “Call Number and Item Maintenance,” select “Properties.”
5. In the pop-up window, select the “Defaults” tab.
6. Expand the pop-up window if necessary to see all the information.
7. Under “Call number default values,” select your WorkFlows code from the library drop-down menu. Due to WorkFlows reconfiguration on April 8, 2020, AG_ALS-PDC will now appear as the default until you select your library.

Call Number and Item Maintenance : Set Properties

Display property page: Wizard Startup Never

Defaults

Search preferences

Type: EXACT

Index: Item ID

Library: ALL

Display View Pane

Editor display options

MARC View Display fixed fields

Descriptive view Display descriptive labels (for entries)

Call number default values

Library: AASTOR-PLD

Class scheme: AASTOR-PLD

Shadow call number

Show she

Item tree defaults

Item tree display collapsed

Extended Info Display Options

Display staff note on item list

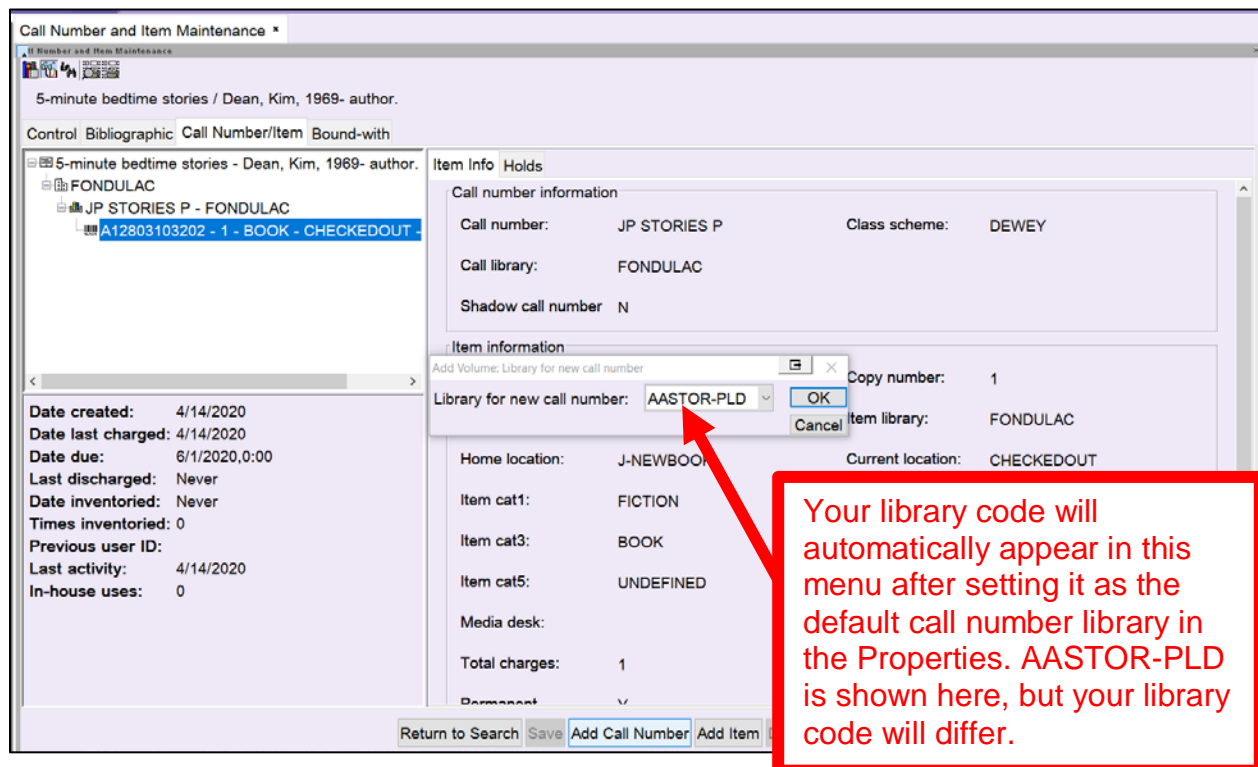
Display public note on item list

OK Cancel

8. Click "OK" at the bottom of the window to save your changes and close the window.
9. Click the X in the upper right corner of WorkFlows.
10. Click "Yes" when warned "This will halt the workstation."
11. Click "Yes" when asked "Properties have been changed. Would you like to save changes?"
12. WorkFlows will close.

The next time you log into WorkFlows and use the Call Number and Item Maintenance wizard, the setting you previously changed will be retained.

When you click "Add Call Number" in the Call Number and Item Maintenance wizard, it will automatically populate your WorkFlows code. No need for you to manually change the library for each item cataloged.



13. Repeat the steps in this cheat sheet on any other library computers that have WorkFlows installed on them and need their default cataloging library adjusted.

Any settings changed in one WorkFlows do not automatically transfer to another WorkFlows.