

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

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Questions? Please contact <u>rsahelp@railslibraries.info</u> 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 ⑧Never								
Defaults								
Search professo					_			
Type	EXACT							
Type	EXACT	~						
Index:	Item ID	~						
Library:	ALL	~						
✓ Display View Pane								
Editor dieplay options								
			Display fixed fields					
O MARC VIEW			Display fixed fields					
Descriptive view		🗹 Di:	Display descriptive labels (for entries)					
Call number default values								
Library:	AASTOR-PLD	✓ □ Sh	nadow cal	ill number				
Class scheme:	AASTOR-PLD		now she					
Item tree defaults				Select your library code from				
Oltem tree display collapsed		te	m tree	this menu to avoid cataloging				
Estandad lafa D	in la Online			items as AG ALS	S-PC	C.		
Extended into Display Options			N	AASTOR-PLD is shown here				
Display starr note on item list				but your library and will				
☑ Display public note on item list				but your library code will				
		OK Cance	əl	differ.				
			_					

- 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.

Call Number and Item Maintenance *									
Let Rum Halantanace									
5-minute bedtime stories / Dean, Kim, 1969- author.									
Control Bibliographic Call Number/Item Bound-with									
B 5-minute bedtime stories - Dean, Kim, 1969- author.	Item Info Holds								
	Call number information								
B A JP STORIES P - FONDULAC									
A12803103202 - 1 - BOOK - CHECKEDOUT	Call number. JP STORIES P	Class scheme. DEWEY							
	Call library: FONDULAC								
	Shadow call number N								
	Hom information								
	Add Volume: Library for new call number	G X .							
< >		Copy number: 1							
Date created: 4/14/2020	Library for new call number: AASTOR-PLD	EONDULAC							
Date last charged: 4/14/2020		Cancel Contactory Control Control Control							
Date due: 6/1/2020,0:00	Home location: J-NEWBOO	Current location: CHECKEDOUT							
Last discharged: Never									
Date inventoried: Never	Item cat1: FICTION	Your library code will							
Previous user ID:	Item cat3: BOOK	automatically appear in this							
Last activity: 4/14/2020		automatically appear in this							
In-house uses: 0	Item cat5: UNDEFINED	menu after setting it as the							
	Media desk:	default call number library in							
	Total charges: 1	the Properties, AASTOR-PLD							
	is snown here, but your library								
Re	code will differ.								

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.