Cheat Sheet for the Global Item Modification Wizard
Revised June 9, 2022

What is it?
The WorkFlows Global Item Modification (also called "Global Item Mod") wizard allows you to select values to edit for a stack, cart, pile, or other group of items. Any combination of these values can be changed at one time using the Global Item Mod wizard:

- Item type
- Home location
- Item category 1
- Item category 2
- Item category 3
- Item category 4
- Item category 5
- Item library (only if your library has a branch)
- Shadowed
- Permanent
- Circulate
- Price

Once you select the values to edit, you will scan in the item IDs of those items that need to be assigned those values.

The Global Item Mod is a time-saver, allowing you to edit items quickly. It eliminates the need to search and edit each item individually in the Call Number and Item Maintenance wizard.

Access to the Global Item Mod wizard is included in the WorkFlows TECH account, as well as all individual WorkFlows cataloger accounts.

When to use it?
Below are examples of how the Global Item Mod wizard is helpful, but these are not all of its possible uses. Your library may not use the values mentioned in them.

- Your library no longer considers items assigned a "new" item type, such as BOOK-NEW, as new in your collection. They need to be assigned the BOOK item type so they can begin allowing holds from patrons at other RSA libraries.
- Your library shelved DVDs on a display, indicated by the DISPLAY home location. They need to be assigned the AV-MOVIE home location to indicate they are no longer on display.
- Several fiction audiobooks are assigned the UNDEFINED item category 1. They need to be assigned the FICTION item category 1 to power the fiction/nonfiction search facet in the RSAcat.
- Several nonfiction children's books are assigned the UNDEFINED item category 2. They need to be assigned the JUVENILE item category 2 to power the reading level facet in the RSAcat.
- You pull books from the shelf that have mystery stickers on their spines. You want to edit them to the MYSTERY item category 4, which will power the genre search facet in the RSAcat.

- You know patrons enjoy reading books with holiday themes. You pull Halloween books from the shelf to edit them to the HOL-HWEEN item category 5, which will power the sub-genre search facet in the RSAcat.
- Your library is renovating its young adult area. Since the items are unavailable to patrons for browsing, you want to shadow them, which will hide them in the RSAcat. Once the renovation is finished, you will unshadow them to make them visible in the RSAcat.
- Your library has a stack of books that are not assigned a price. You want to assign $20 as the price for each book to give you a better idea of its replacement cost if it becomes lost.

How to use it?

To use the Global Item Mod wizard, follow these steps:

1. Log into WorkFlows using your individual cataloger account or the TECH account if you have not yet been assigned an individual account.
2. Go to the Cataloging module.
3. Open the Call Numbers and Items group on the left.
4. Left click on Global Item Modification.
5. The modification screen will open. Select the values you need to edit for your entire stack, cart, pile, group, etc. Any combination of values can be changed at one time, such as the item type, home location, item category 1, item category 4, item category 5, and price, shown in this screenshot:
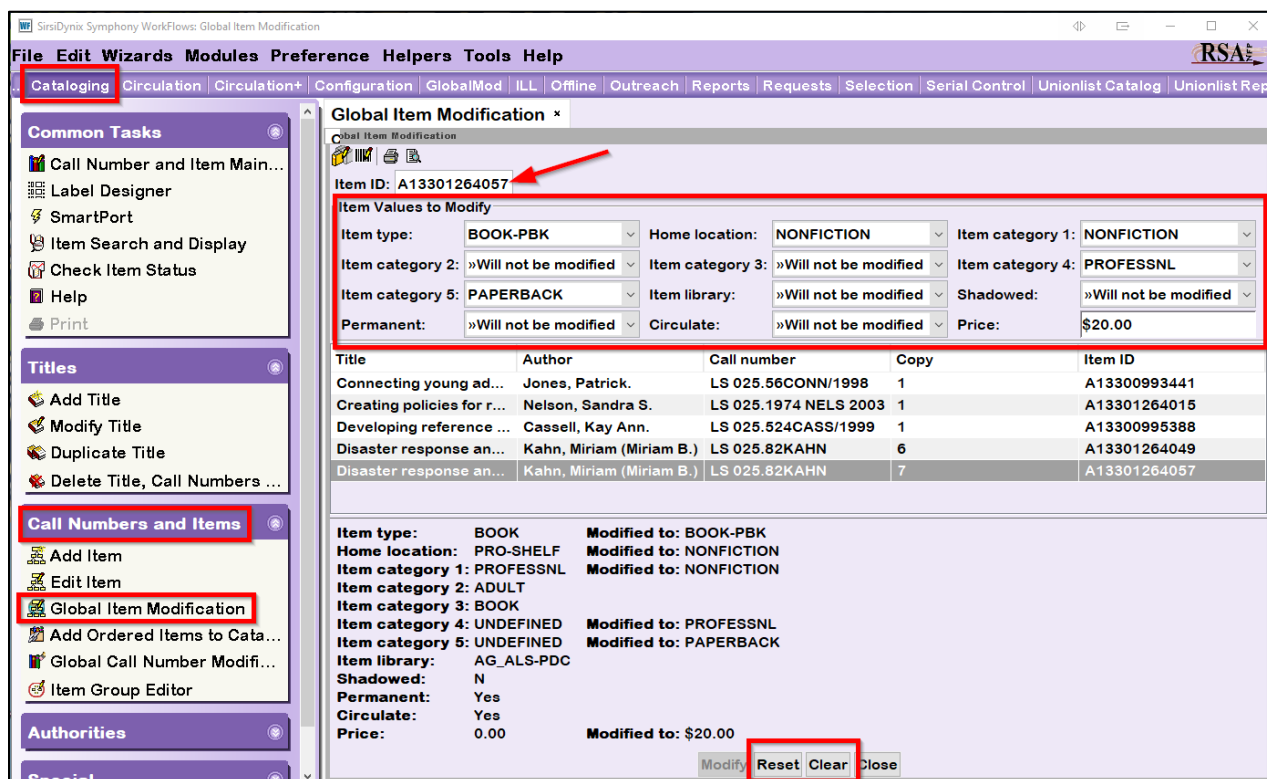
Important:
- The values you select on the Global Item Mod screen must apply to the entire group of items.
- If you enter any value into the price field, all items scanned into Global Item Mod will be assigned that price until the wizard is closed or reset. The price of $0 does not mean that the price will remain unchanged for the items scanned into the wizard. A value of $0 will actually replace the item's existing price with $0. Leave the price value blank, displayed as $, if the item's existing price should remain unchanged when the item IDs are scanned into Global Item Mod.

6. Once you select the values to edit, scan in the item IDs of those items that need to be assigned those values.
7. As you scan each item, the screen will confirm the item has been edited to the selected values. If you search in the Call Number and Item Maintenance wizard for an item you edited in Global Item Mod, the edited values will be reflected.
8. To clear the list of edited items, click the <Clear> button at the bottom of the Global Item Mod wizard.
9. If you need to edit more items but assign them different values, click the <Reset> button at the bottom of the Global Item Mod wizard. Doing so will de-select the values you selected for your first group of items. Once you click <Reset>, the menus at the top of the Global Item Mod wizard should display the default selection: "Will not be modified" or "$ ". Repeat steps 5-8 for your next group of items.
10. When you are finished using the Global Item Mod wizard, click the <Close> button at the bottom.

Questions about the Global Item Modification wizard?
Please contact the RSA Help Desk at help@rsanfp.org or 1-866-940-4083.