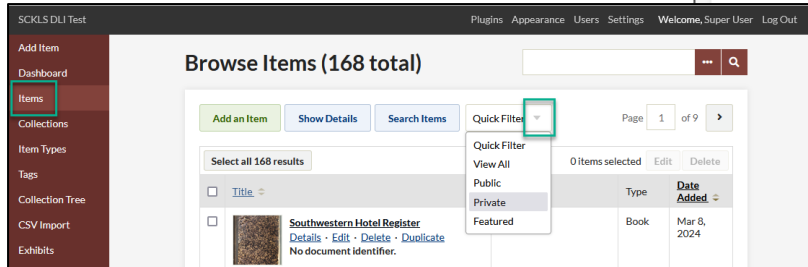
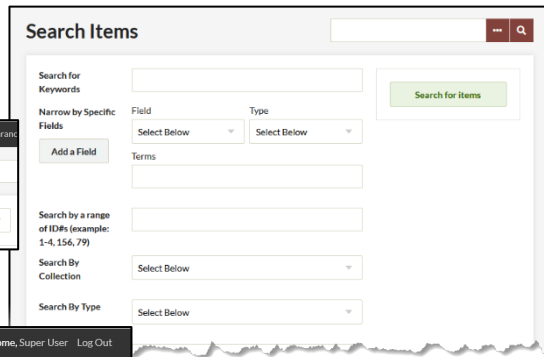
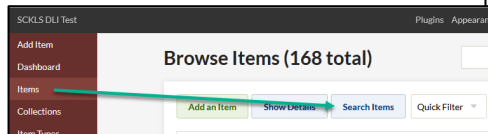


Batch Edit Items

This built-in function allows the user to quickly make the same change in multiple records in a single operation. Remember that there is no Undo!

Batch Edit is useful for changing item status, collections, or non-Dublin Core metadata. If complex metadata bulk edits are needed, use the Bulk Metadata Editor plugin, or contact SCKLS staff for assistance.

At the Browse Items view, select the items that need to be edited, either by searching for items based on specific content,

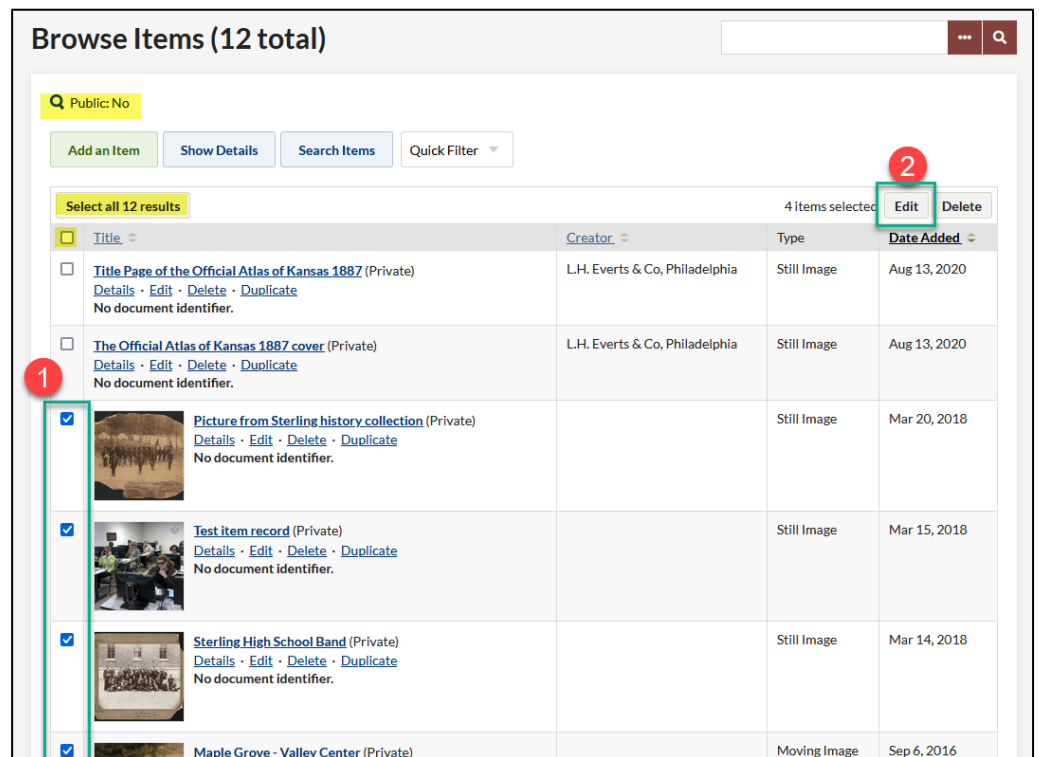


or by using the Quick Filter.

Once the search is completed or the filter applied, select the items to edit.

1) Check the box next to each item, or check the box at the top of the column to select all the items on the page, or if there is more than one page, click the "Select all..." button.

2) Click the Edit button.



All the selected items will be listed at the top of the Batch Edit window; they can be unchecked here if needed, and the change will not be applied to those records.

Scroll past the list to see the editing options.

Make the appropriate selections and click the Save Changes button. If many items are selected, this may take some time. When finished, spot-check a few items to make sure the changes are correct.

