

Horizon Procedures: Item Group Editor
(used in batch changes to clean up collection codes, weeding, rotating collections, and moving items classified as “new fiction” to regular fiction, for example)

1. Double Click on Item Group Editor (found under Circulation menu on left).
2. Compound Search window appears.
3. Search for a group of like items to which you want to make a batch change. Example: Choose the “Location” index and type in your library’s 3-letter code in the blank. **DON’T PRESS SEARCH YET!**
4. The search above would find TOO many items and cause your system to slow to a crawl or crash. You want to combine that with a second condition so you won’t get more than a few thousand items at a time. To do this, click on the “and” radio button and choose a second index and value. Example: Choose the “Call No.” index and type “j5*”
This means **find and list all items with call nos. beginning with “j5”** Now you have asked the system to **find and list all items at your location with call nos. beginning with “j5”**.
5. Now click search. A list of items should appear after a few seconds.
6. You will be operating on these items to make a batch change – for example: changing all of these items to have “jnf” as their item type and a collection code for juvenile fiction. First, you may want to use the “Display” and “Sort” buttons.
7. Click on “Display” to format the display with the elements you wish to see. For example: Highlight title, author, location, call no. and collection, and unhighlight all the rest. Click on “Sort” to sort by one of the displayed elements, such as call no. You can sort ascending or descending, and you can sort by several elements simultaneously (first by call no., then by title for example). You’ve just made a shelf list of the j500’s.

8. If you want to edit all of the j500's and change their collection code, first select them all using Ctrl-A. You can also select individually or in groups by clicking on individual lines, or clicking on one line, holding the shift key down, and clicking on another line to select a subset.
9. With items selected, click the Edit button.
10. Click OK when asked if you wish to make a batch change.
11. A workform appears, allowing you to change the required fields.
12. Click Save, and the change is made to all selected records.

**BE CAREFUL!
ONLY CHANGE YOUR OWN RECORDS!**

**If a message says the program is using too much memory, you have two choices:
Answering NO will make the program keep trying. You can do this multiple times
and often you will get the result in the end.
Answering YES will shut down Horizon completely.**