

# Editing Sublocation

## BATCH UPDATE

### Catalog

- > (left menu) Update Copies
  - > (top tabs) Batch Update
    - > (drop down) "Change Sublocation to"
      - > (new drop down) [select location]
    - NOTE: Undefined = blank / off display
  - > (drop down) Update all copies in: "Barcode List"
    - > Scan all barcodes
    - > (button) Update
    - > Job Manager opens to run process

## INDIVIDUAL UPDATE

### Circulation

- > (left menu) Copy Status
  - > Find copy: Scan barcode
    - > (button) "Edit Copy"
      - > (drop down) [select location]
      - > (button) "Save Copy"
    - NOTE: Undefined = blank / off display