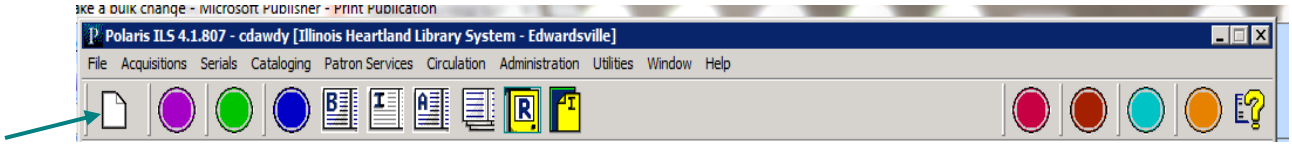
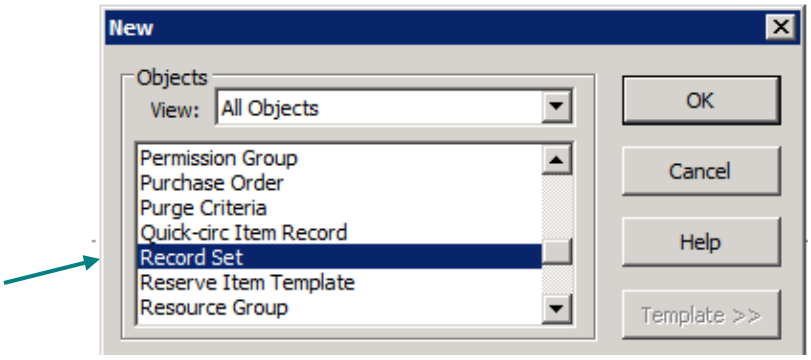
One Minute Lessons

# How to make a bulk change

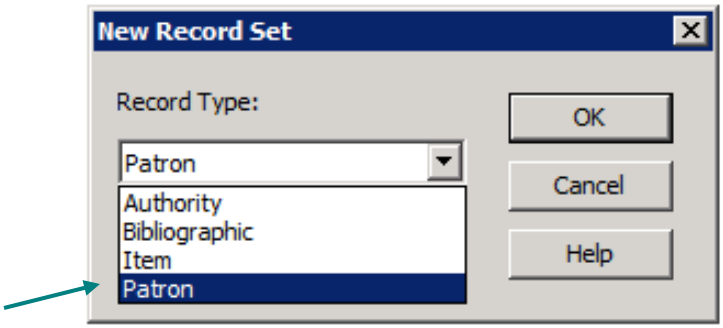
Click on the “New” icon.

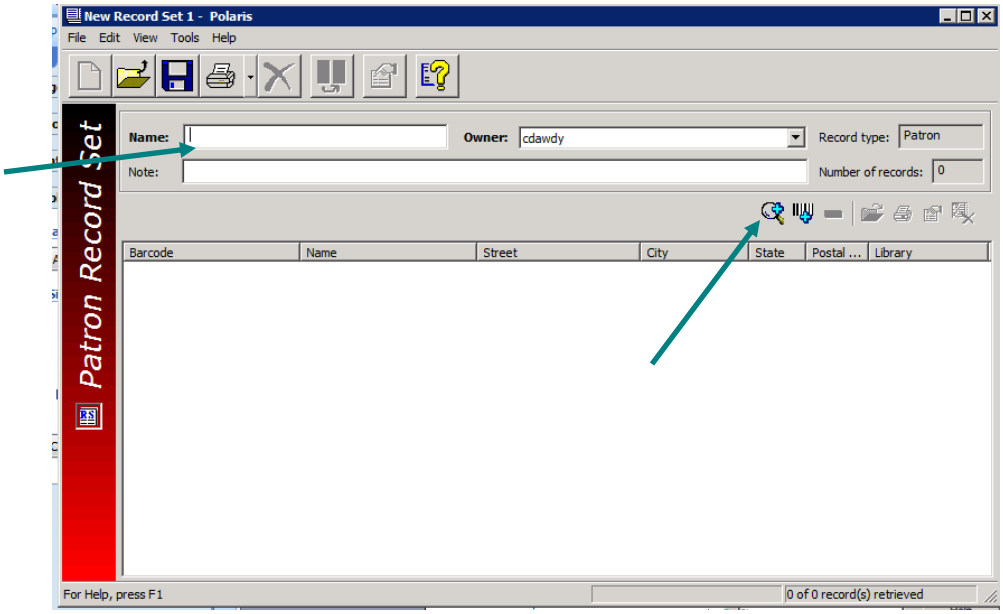



From the drop down menu, choose ***Record Set***, and press OK or enter.

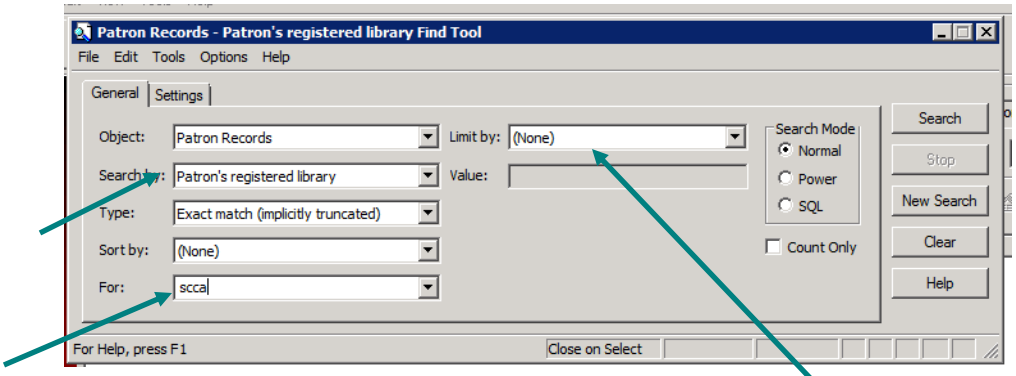



From the next drop down menu, choose the type of record you want to select, and press OK or enter.

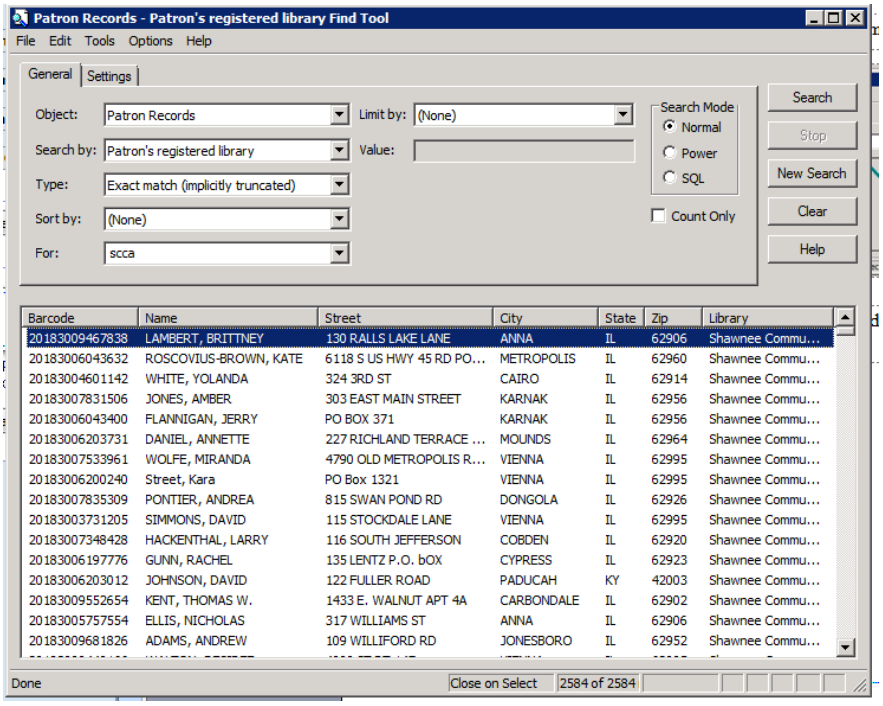




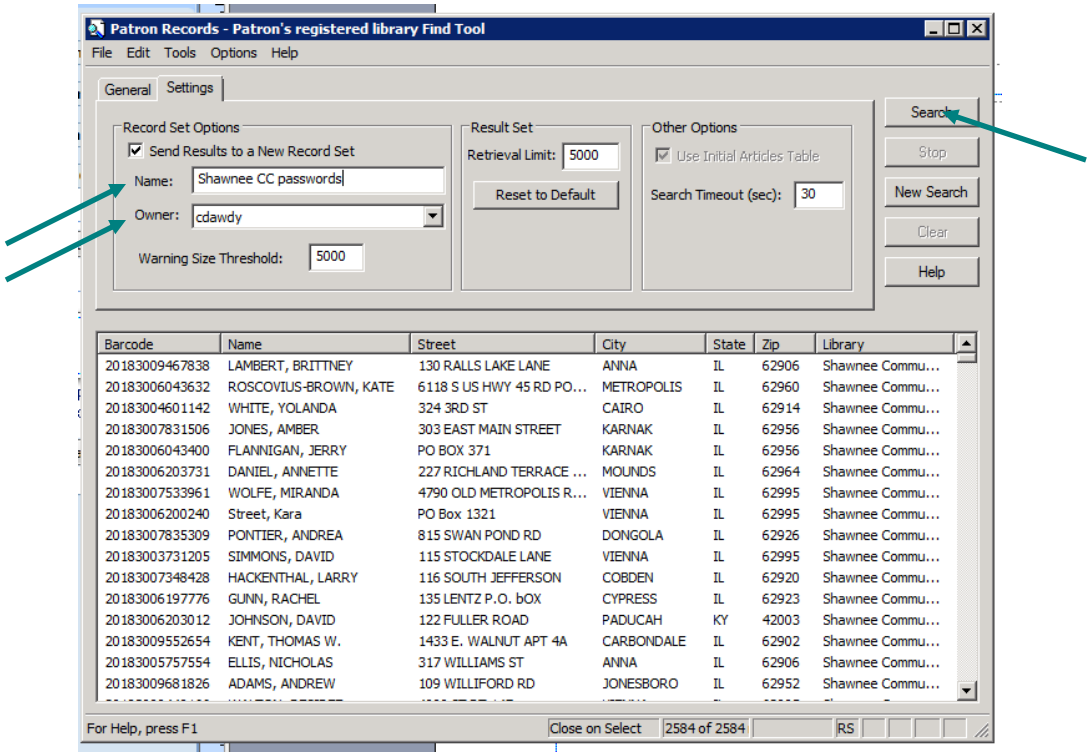

Add a name for your record set, and then click on the magnifying glass icon.

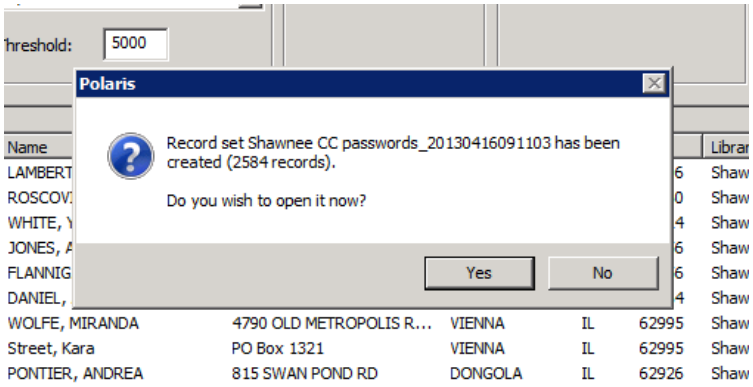



Identify the parameters for the records you want to find. You can limit by library, so that only your patrons are searched.



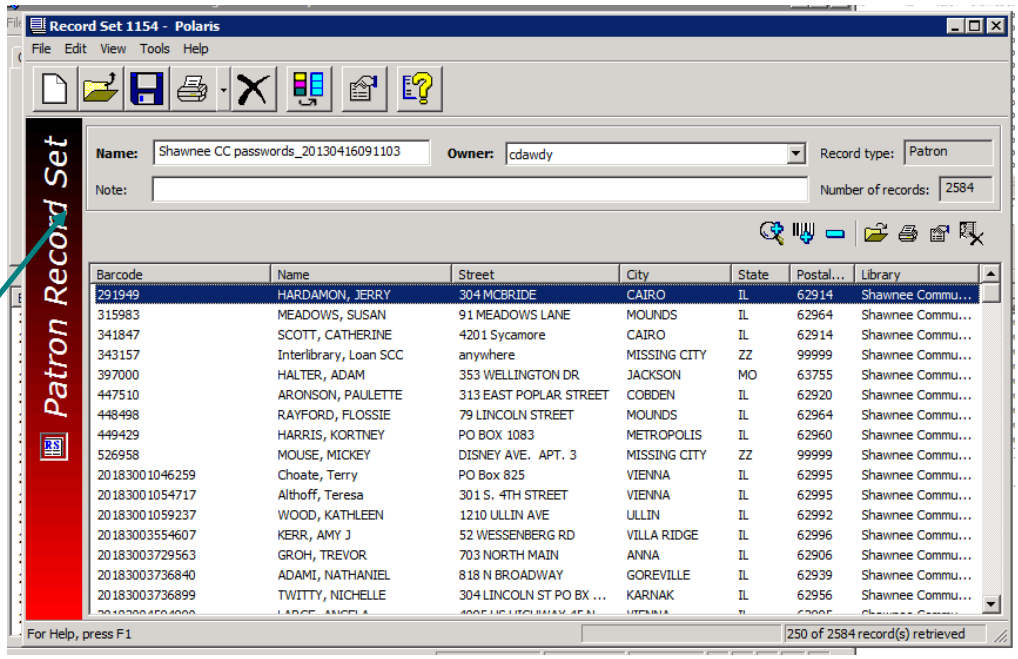
Click on ***settings***.
Check ***Send Results to a New Record Set.***
Name the record set.
Click on ***Search***.



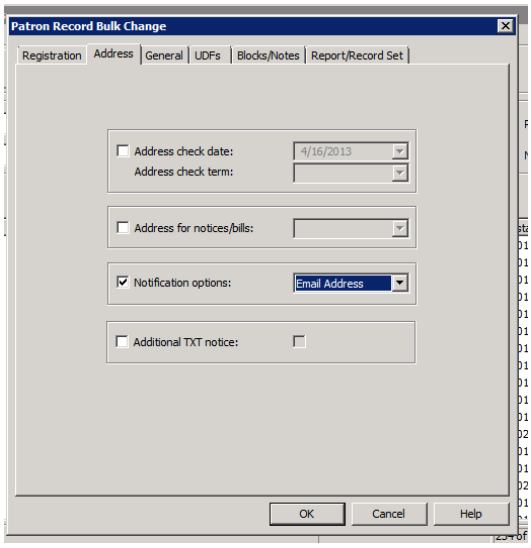



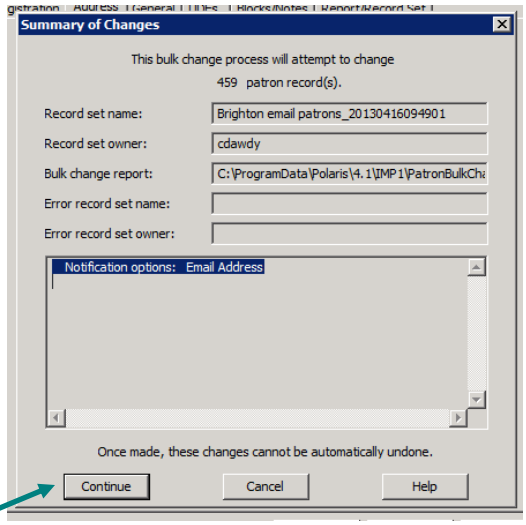

Follow the prompt.

Click on ***Bulk Change***.




Make changes that need to be made.
Click ***OK.***




Click on ***Continue***.
Ignore the unexpected error notice, clicking ***OK***.
Click on a couple of the individual records to make sure the change you wanted to make was made.