Add a note to an existing field

Add a note to an existing 852 field

1. Navigate to Record Work Lists > LHR and then click the Record Work List ID to which you want to add a note to an existing 852 field.
2. From the LHR - Record Work List screen, select Base Script from the Edit Action drop-down list.
3. Select Add 852 or 876 Note from the Script Name drop-down list.
4. Select 852 from the Field drop-down list.
5. For Subfield(s) to Add, select a subfield from the drop-down list and then enter the note text in the Text form field.
   - $x - Nonpublic Note (default)
   - $z - Public Note
6. Select the LHR record(s) to which you want to add the note subfield.
   Note:
   - To select all records on the current page of results, select the check box at the top of the table.
   - To select all records in the work list, click Actions > Edit > All Target Records.
7. (Optional) Preview selected records with the script change.
   a. Select up to 25 records to which you want to apply the script change.
   b. Click Actions > View Selected Record(s) > Preview Record(s) after Edit Action Applied. The View LHRs - Preview Record(s) after Edit Action Applied screen displays the selected records with the script change applied and includes any validation errors.
   c. Click View Current Record(s) to view the selected records in their current state. From the View LHRs - Current Record(s) screen, click Preview Record(s) after Edit Action Applied to return to the View LHRs - Preview Record(s) after Edit Action Applied screen.
   d. Once you have confirmed the script changes appear as expected, click Go Back.
   e. (Optional) Select a different set of records (up to 25) and repeat steps a through d.
8. Click Actions > Edit > Selected Target Records.
9. Click Apply in the Apply LHR Script to Selected Record(s) dialog window. The script running process is asynchronous. The time it takes to run varies depending on how many records you are editing. While the process is running, you can perform other actions in Record Manager outside of the LHR tab in the Record Work Lists screen.

A confirmation message appears identifying how many records successfully updated or failed to update when the script has finished running.
Add a note to an existing 876 field

1. Navigate to Record Work Lists > LHR and then click the Record Work List ID to which you want to add a note to an existing 876 field.
2. From the LHR - Record Work List screen, select Base Script from the Edit Action drop-down list.
3. Select Add 852 or 876 Note from the Script Name drop-down list.
4. Select 876 from the Field drop-down list.
5. For Subfield(s) to Add, select a subfield from the drop-down list and then enter the note text in the Text form field.
   - $x - Nonpublic Note (default)
   - $z - Public Note
6. Select the LHR record(s) to which you want to add the note subfield.
   Note:
   - To select all records on the current page of results, select the check box at the top of the table.
   - To select all records in the work list, click Actions > Edit > All Target Records.
7. (Optional) Preview selected records with the script change.
   a. Select up to 25 records to which you want to apply the script change.
   b. Click Actions > View Selected Record(s) > Preview Record(s) after Edit Action Applied. The View LHRs - Preview Record(s) after Edit Action Applied screen displays the selected records with the script change applied and includes any validation errors.
   c. Click View Current Record(s) to view the selected records in their current state. From the View LHRs - Current Record(s) screen, click Preview Record(s) after Edit Action Applied to return to the View LHRs - Preview Record(s) after Edit Action Applied screen.
   d. Once you have confirmed the script changes appear as expected, click Go Back.
   e. (Optional) Select a different set of records (up to 25) and repeat steps a through d.
8. Click Actions > Edit > Selected Target Records.
9. Click Apply in the Apply LHR Script to Selected Record(s) dialog window. The script running process is asynchronous. The time it takes to run varies depending on how many records you are editing. While the process is running, you can perform other actions in Record Manager outside of the LHR tab in the Record Work Lists screen.

A confirmation message appears identifying how many records successfully updated or failed to update when the script has finished running.

Add a note to an existing 876 field if the LHR has a matching barcode

Use this script to add a note only if the specified barcode(s) is present in the same field.

1. Navigate to Record Work Lists > LHR and then click the Record Work List ID to which you want to add a note to an existing 876 field if the LHR has a matching barcode.
2. From the LHR - Record Work List screen, select Base Script from the Edit Action drop-down list.
3. Select Add 876 Note Match Barcode from the Script Name drop-down list.
4. For Subfield(s) to Add, select a subfield from the drop-down list and then enter the note text in the Text form field.
   - $x - Nonpublic Note (default)
   - $z - Public Note

5. Scan or enter up to 25,000 barcodes in the Barcode Reference List text box.
   Note: Only items with matching barcodes will be changed by the script.
   - Barcodes must be separated with a space, comma, or line.
   - After you click out of the text box, the total number of barcodes entered and total number of duplicates removed are displayed above the text box.
   - Click Reset to remove the barcodes from the text box.

6. Select the LHR record(s) to which you want to add the note subfield.
   Note:
   - To select all records on the current page of results, select the check box at the top of the table.
   - To select all records in the work list, click Actions > Edit > All Target Records.

7. (Optional) Preview selected records with the script change.
   a. Select up to 25 records to which you want to apply the script change.
   b. Click Actions > View Selected Record(s) > Preview Record(s) after Edit Action Applied. The View LHRs - Preview Record(s) after Edit Action Applied screen displays the selected records with the script change applied and includes any validation errors.
   c. Click View Current Record(s) to view the selected records in their current state. From the View LHRs - Current Record(s) screen, click Preview Record(s) after Edit Action Applied to return to the View LHRs - Preview Record(s) after Edit Action Applied screen.
   d. Once you have confirmed the script changes appear as expected, click Go Back.
   e. (Optional) Select a different set of records (up to 25) and repeat steps a through d.

8. Click Actions > Edit > Selected Target Records.

9. Click Apply in the Apply LHR Script to Selected Record(s) dialog window. The script running process is asynchronous. The time it takes to run varies depending on how many records you are editing. While the process is running, you can perform other actions in Record Manager outside of the LHR tab in the Record Work Lists screen.

   A confirmation message appears identifying how many records successfully updated or failed to update when the script has finished running.

Find a failed record

If a record failed to update, the confirmation message provides a status.

To locate the failed record:

1. Select Included Status(es) from the Filter by drop-down list.
2. Select the status of the failed record from the drop-down list.
3. Click Apply Filter(s) to locate the failed record.