Insert information into a field with a field string

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Discover how to insert a field string into a bibliographic, local bibliographic data, or local holdings record in WorldShare Record Manager.

Caution: If text is highlighted in the selected field, it will be replaced by the inserted text string.

Insert a field string into a bibliographic record

1. From the MARC 21 editor, select the field into which you want to insert a field string.
2. Click Edit > Field > Insert Field String
   Or
   Right-click the field and select Insert Field String from the Field flyout menu.
3. Click the Field String Search drop-down menu.
4. Enter the name of the field string that you want to insert in the Field String Search text field. As you type, the system automatically suggests names of potential matches.
5. Select the name of the field string that you want to insert when it appears. The field string information appears in the selected field.

Insert a field string into a local bibliographic data record

1. From the MARC 21 editor, scroll down to the LBD accordion.
2. From the LBD accordion, select the field from which you want to create a field string.
3. Click Edit > Field > Insert Field String
   Or
   Right-click the field and select Insert Field String from the Field flyout menu.
4. Click the Field String Search drop-down menu.
5. Enter the name of the field string that you want to insert in the Field String Search text field. As you type, the system automatically suggests names of potential matches.
6. Select the name of the field string that you want to insert when it appears. The field string information appears in the selected field.

Insert a field string into multiple local bibliographic data records

1. In the left navigation, click Record Work Lists.
2. From the LBD tab, select Add LBD Field String from the Script Name drop-down list.
3. For Field String, click the drop-down menu and enter the name of the field string you want to add. As you type, the system automatically suggests names of potential matches.
4. Select the name of the field string that you want to add when it appears.
5. Select the **LBD record(s)** to which you want to add the field string.
   
   **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**.

6. **(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 Records > Preview Records with Script Changes**. The View LBDs - Preview Records with Script Changes screen displays the selected records after the script change including any validation errors.
   
   c. Click **View Current Records** to view the selected records in their current state. From the View LBDs - Current Records screen, click **Preview Script Changes** to return to the Preview LBD Records - Records with Script Changes screen.
   
   d. Once you have confirmed the script changes appear as expected, click **Back to List**.
   
   e. **(Optional)** Select a different set of records (up to 25) and repeat steps a through d.

7. Click **Actions > Edit > Selected Target Records**.

8. Click **Apply** in the Apply LBD 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 LBD Records 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 **Filter** to locate the failed record.

### Insert a field string into a local holdings record

1. From the LHR editor, select the field into which you want to insert a field string.
2. Click **Edit > Field > Insert Field String**
   
   **Or**
   
   Right-click the field and select **Insert Field String** from the Field flyout menu.
3. Click the Field String Search drop-down menu.
4. Enter the **name** of the field string that you want to insert in the Field String Search text field. As you type, the system automatically suggests names of potential matches.
5. Select the **name** of the field string that you want to insert when it appears. The field string information appears in the selected field.
Insert a field string into multiple local holdings records

1. In the left navigation, click **Record Work Lists**.
2. From the LHR tab, select **Add LHR Field String** from the Script Name drop-down list.
3. For Field String, click the drop-down menu and enter the name of the field string you want to add. As you type, the system automatically suggests names of potential matches.
4. Select the name of the field string that you want to add when it appears.
5. Select the **LHR record(s)** to which you want to add the field string.
   - **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**.
6. **(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 Records > Preview Records with Script Changes**. The View LHRs - Preview Records with Script Changes screen displays the selected records with the script change applied and includes any validation errors.
   c. Click **View Current Records** to view the selected records in their current state. From the View LHRs - Current Records screen, click **Preview Script Changes** to return to the View LHRs - Preview Records with Script Changes screen.
   d. Once you have confirmed the script changes appear as expected, click **Back to List**.
   e. **(Optional)** Select a different set of records (up to 25) and repeat steps a through d.
7. Click **Actions > Edit > Selected Target Records**.
8. 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 **Filter** to locate the failed record.