

## Modes Compact: Updating object locations

This describes the **Update locations** report supplied with Modes Compact version 1.3.

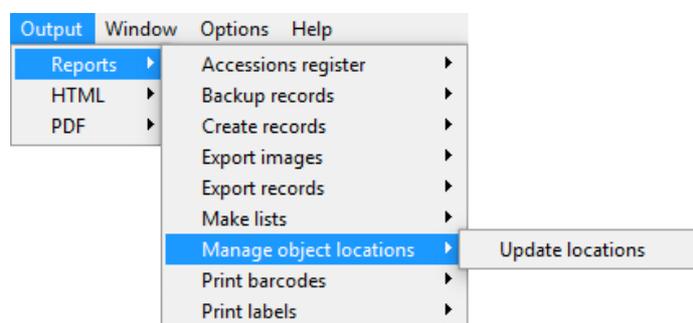
This report allows you to update the object locations recorded in batches of records. There are two stages to this process:

1. Generating the xupdate file
2. Applying the xupdate file

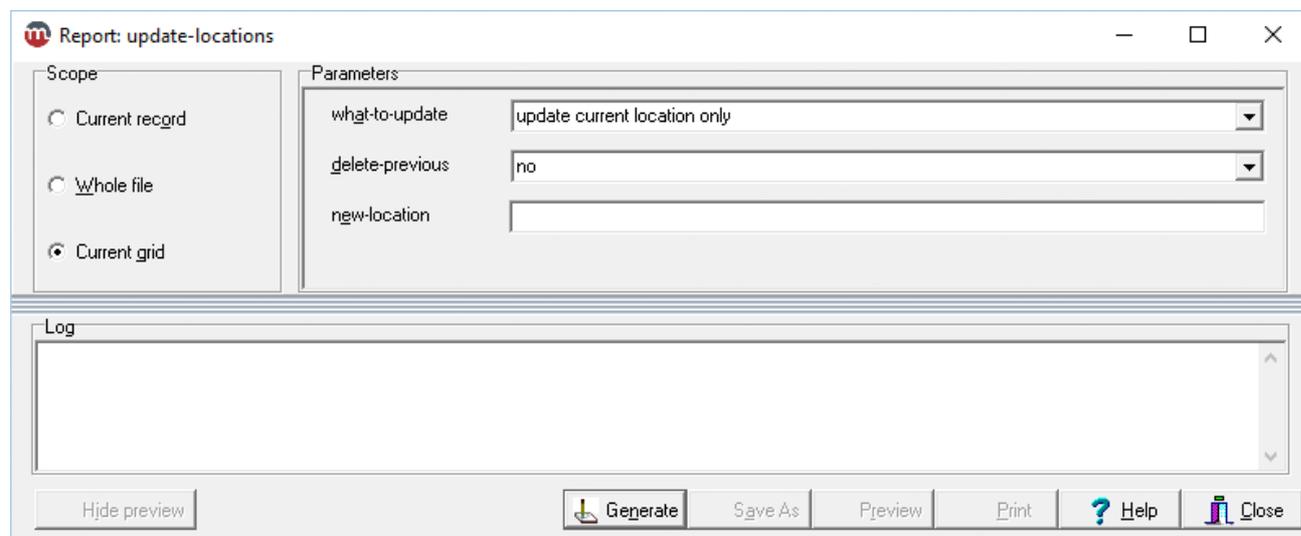
### 1 Generating the xupdate file

Begun by selecting the group of records you wish to update. You can mark them, or you can create a subset.

Next select **Manage object locations** from the **Reports** section of the **Output** menu:



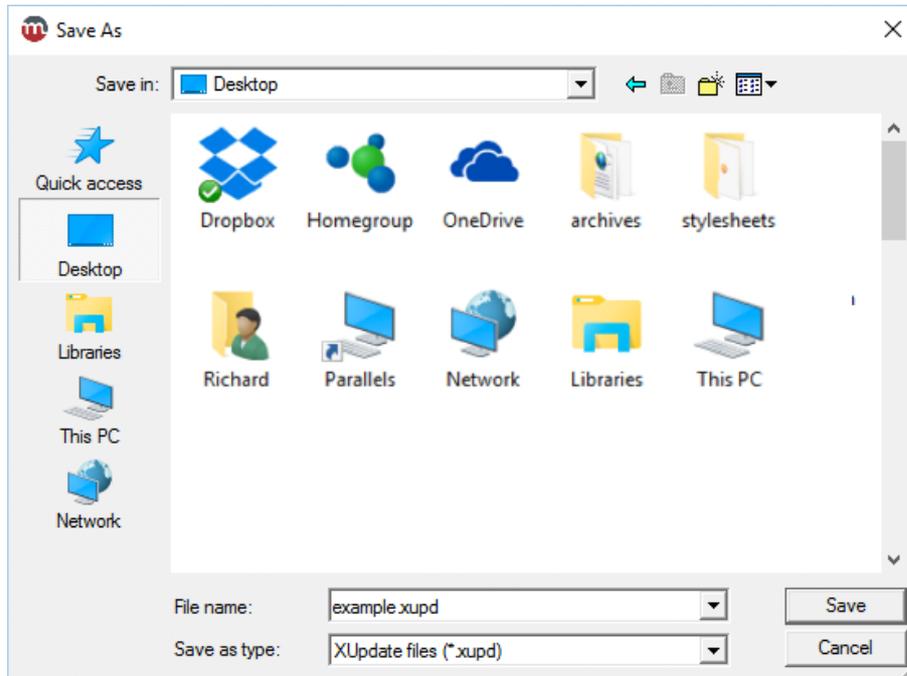
Select **Update locations**. Then the **Report dialogue** will appear:



1. Select one of these options from the **what-to-update** box:

|  |   |
|--|---|
| <b><i>Update current location only</i></b>             | Only the 'current location' will be updated.  |
| <b><i>Update normal location only</i></b>              | Only the 'normal location' or 'home location' will be updated.  |
| <b><i>Update both current and normal locations</i></b> | Both of these will be updated.  |
| <b><i>Return to normal location</i></b>                | The 'current location' will be updated with the value recorded in the 'normal location' or 'home location'. |

- 2 Select **yes** or **no** from the **delete-previous** box. If you select **yes**, then the old location will be deleted. If you select **no**, the the old location will be marked as *previous location*.
- 3 Enter the new location you wish to add to your records into the **new-location** box. The report will usually not run if this box is empty. However, the box should be left empty when the **Return to normal location** option is selected.
- 4 Click the **Generate** button.
- 5 Click the **Save As** button when it appears.

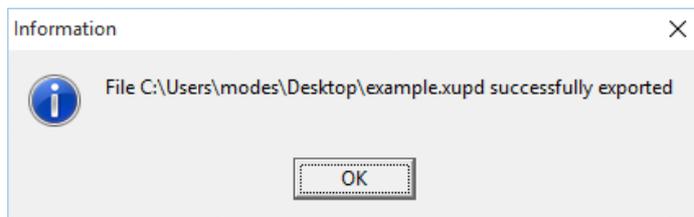


Browse to a location where you would like to save the xupdate, where you can easily find it again (such as your Desktop).

Choose the option **Save as type: XUpdate files (\*.xupd)**.

Type a name for your this xupdate into the **File name: box**.

Click **Save**.

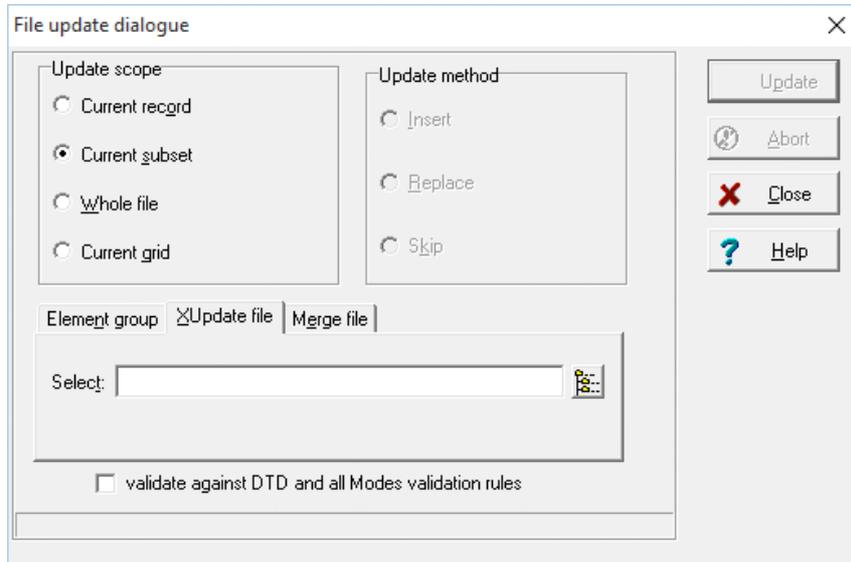


Click the **OK** button to finish.

## 2 Applying the xupdate file

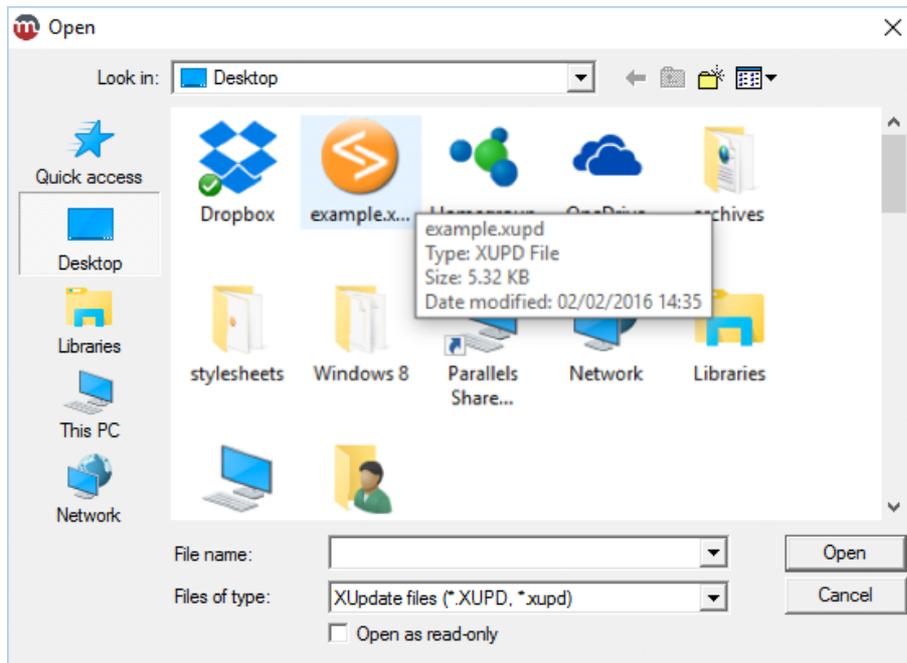
With the same subset of records selected, switch to **Editing** mode.

From the **Edit** menu choose **Update**.

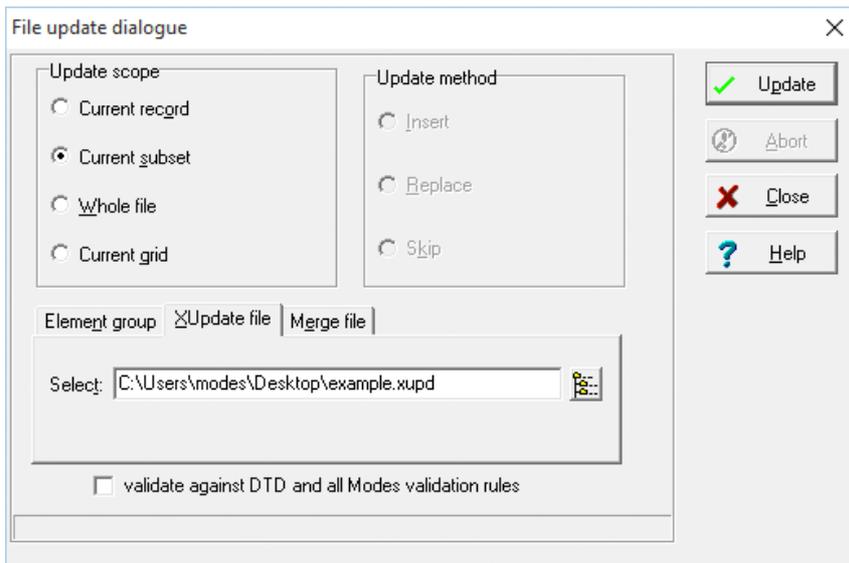


Select the **XUpdate** tab.

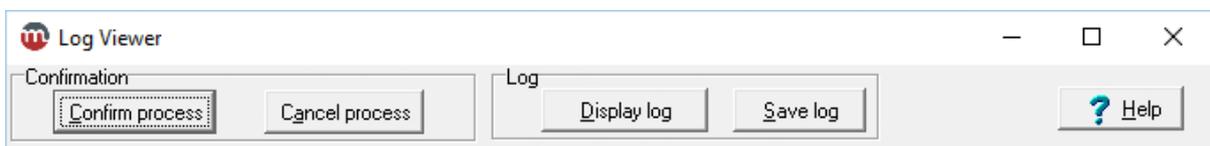
Click the button at the end of the **Select** box, and browse to the folder where you saved the xupdate file in the first stage.



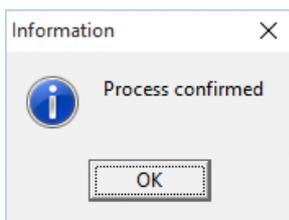
Click the **Open** button.



Click the **Update** button.



Click the **Confirm process** button.



Click the **OK** button to finish.

### 3 Results

If you have updated the **current location**, you should see the former location retained as *previous location*:

|                       |                   |                  |      |           |    |          |
|-----------------------|-------------------|------------------|------|-----------|----|----------|
| <b>ObjectLocation</b> | current location  | Box 23           | Date | 2.2.2016  | to |          |
| <b>ObjectLocation</b> | previous location | Case 4           | Date | 28.9.2015 | to | 2.2.2016 |
| <b>ObjectLocation</b> | normal location   | Store 1, shelf 3 |      |           |    |          |

But if you selected **delete-previous: yes**, then the former location (and any other *previous locations*) will be deleted:

|                       |                  |                  |      |          |    |  |
|-----------------------|------------------|------------------|------|----------|----|--|
| <b>ObjectLocation</b> | current location | Box 23           | Date | 2.2.2016 | to |  |
| <b>ObjectLocation</b> | normal location  | Store 1, shelf 3 |      |          |    |  |

If you selected **Return to normal location**, then both of these elements will now display the same information:

|                       |                   |                  |      |           |    |          |
|-----------------------|-------------------|------------------|------|-----------|----|----------|
| <b>ObjectLocation</b> | current location  | Store 1, shelf 3 | Date | 2.2.2016  | to |          |
| <b>ObjectLocation</b> | previous location | Case 4           | Date | 28.9.2015 | to | 2.2.2016 |
| <b>ObjectLocation</b> | normal location   | Store 1, shelf 3 |      |           |    |          |

The **Date** elements are updated automatically.

If you updated only the **normal location**, then the current location will not change:

|                       |                  |                   |      |           |    |  |
|-----------------------|------------------|-------------------|------|-----------|----|--|
| <b>ObjectLocation</b> | current location | Case 4            | Date | 28.9.2015 | to |  |
| <b>ObjectLocation</b> | normal location  | Store 1, shelf 25 |      |           |    |  |

