Modes Complete: Updating object locations

This describes the **Update locations** report supplied with Modes Complete version 1.3.
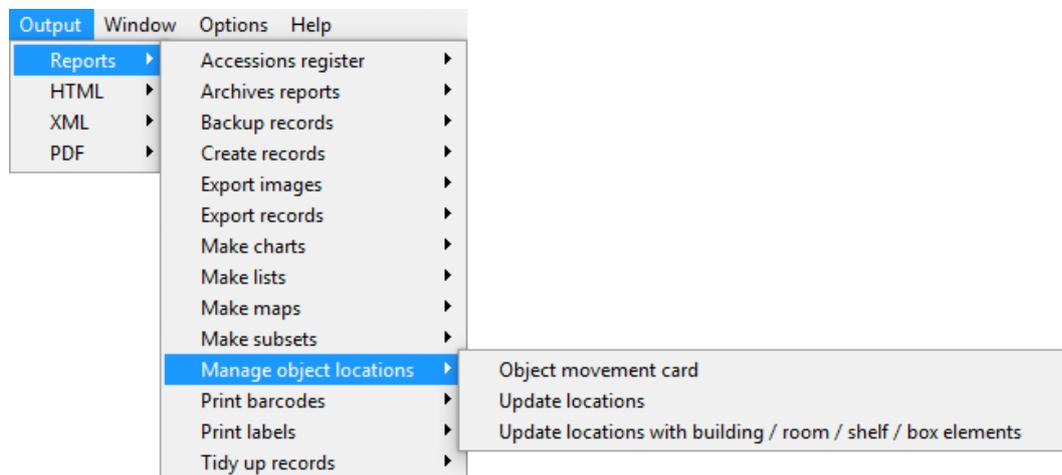
This report allows you to update the object locations recorded in batches of records. There are two stages to this process:

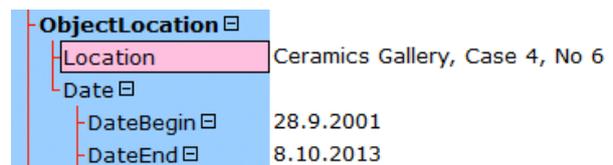1. Generating an xupdate file
2. Applying the xupdate file

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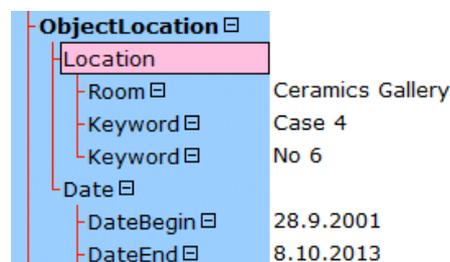
Next select *Manage object locations* from the **Reports** section of the **Output** menu:

If you record object locations as one element like this, select *Update locations*.

If you divide information into separate elements like this, select *Update locations with building / room / shelf / box elements*.

The **Report** dialogue will appear:

Enter the new location you wish to add to your records into the **new-location** box.

If you chose *Update locations with building / room / shelf / box elements*, then you will see separate boxes for each of those elements. Enter the new location in these boxes.
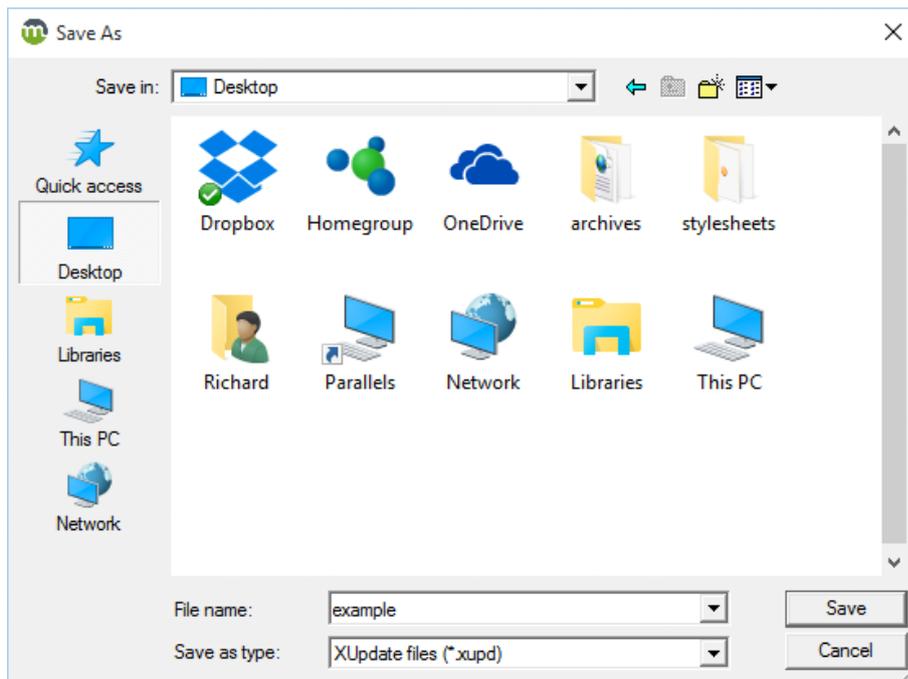
Select *yes* from the **delete-previous** box if you wish to remove the current location from the record. Otherwise, it will be retained as **previous location**.

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

update current location only	Only the 'current location' will be updated.
update normal location only	Only the 'normal location' will be updated.
update both current and normal locations	Both of these will be updated.
return to normal location	The 'current location' will be updated with the value recorded in the 'normal location'.
	When this option is selected, the report will not run if anything is entered in the **new-location** or **building / room / shelf / box boxes**.
update normal location from current location	The 'normal location' will be updated with the value recorded in the 'current location'.
	When this option is selected, the report will not run if anything is entered in the **new-location** or **building / room / shelf / box boxes**.

Click the **Generate** button.
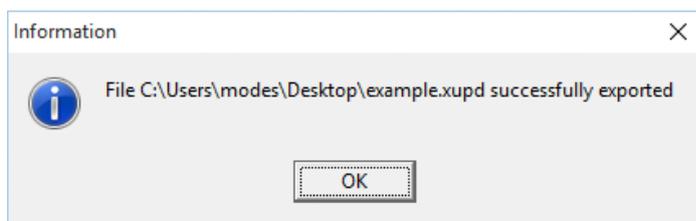
Click the **Save As** button when it appears.

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.
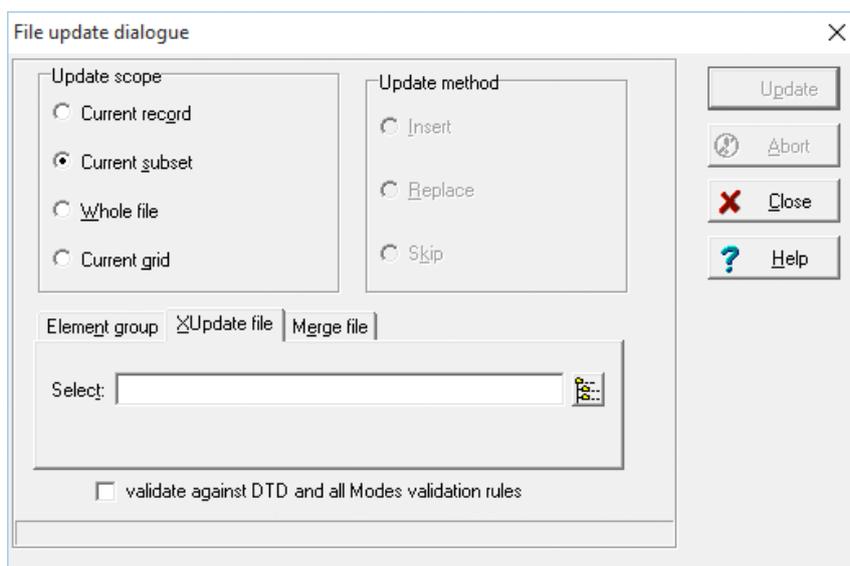
Click **Save**.

Click the **OK** button to finish.
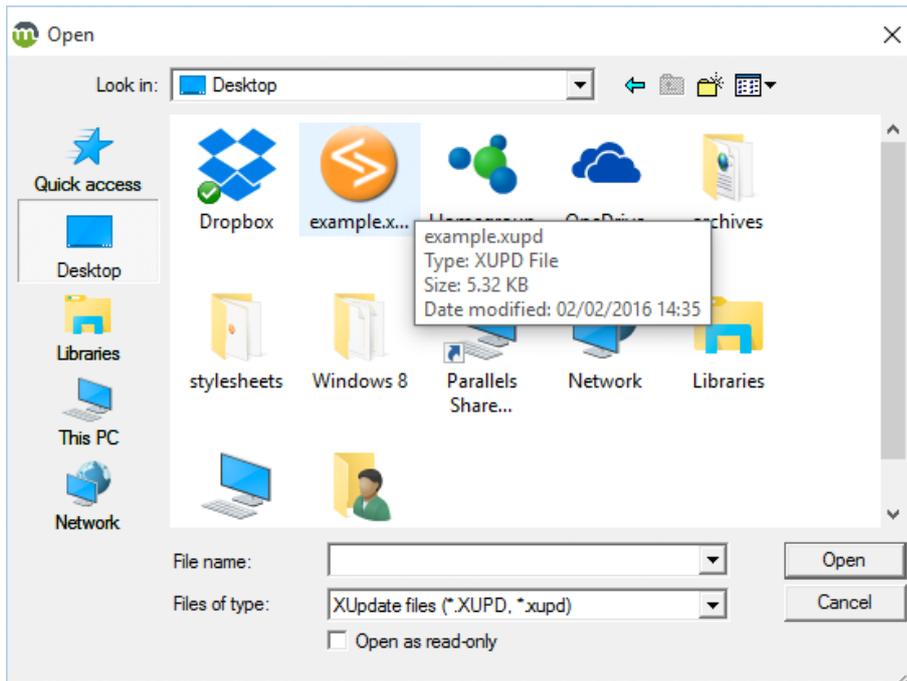
2 Applying the xupdate file

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

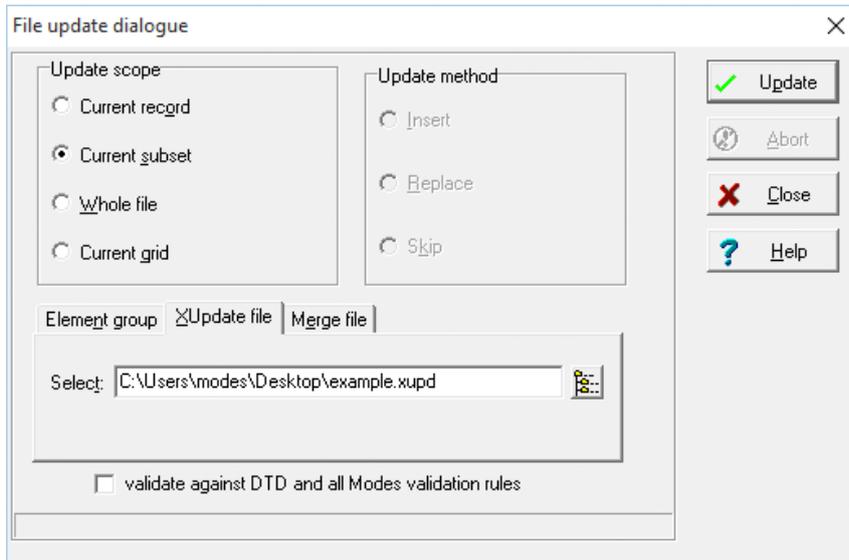From the **Edit** menu choose **Update**.
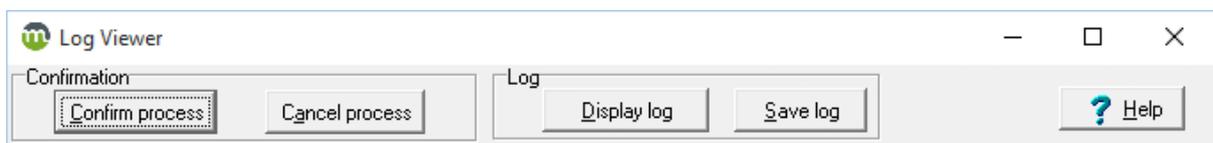

Select the **XUpdate** tab.

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.
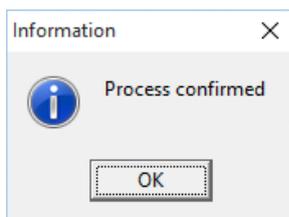
Click the
Open
button.

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 current location retained as **previous location**:

ObjectLocation ⊞	current location	Box 23	Date	2.2.2016	to	
ObjectLocation ⊞	previous location	Case 4	Date	28.9.2001	to	2.2.2016
ObjectLocation ⊞	normal location	Ceramics Gallery				

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

ObjectLocation ⊞	current location	Ceramics Gallery	Date	2.2.2016	to	
ObjectLocation ⊞	previous location	Case 4	Date	28.9.2001	to	2.2.2016
ObjectLocation ⊞	normal location	Ceramics Gallery				

If you updated only the **normal locaton**, then the **current location** will not change, and **previous location** will not be added:

ObjectLocation ⊞	current location	Case 4	Date	28.9.2001	to	
ObjectLocation ⊞	normal location	Box 23				

The dates are updated automatically.

4   Additional options

Additional options can be enabled in this report to allow users to enter **Reason**, **Note**, **Authority** and **Date** fields associated with the new location.

Please contact Modes Support if you wish to enable any of these options.