Modes Complete: Updating object locations

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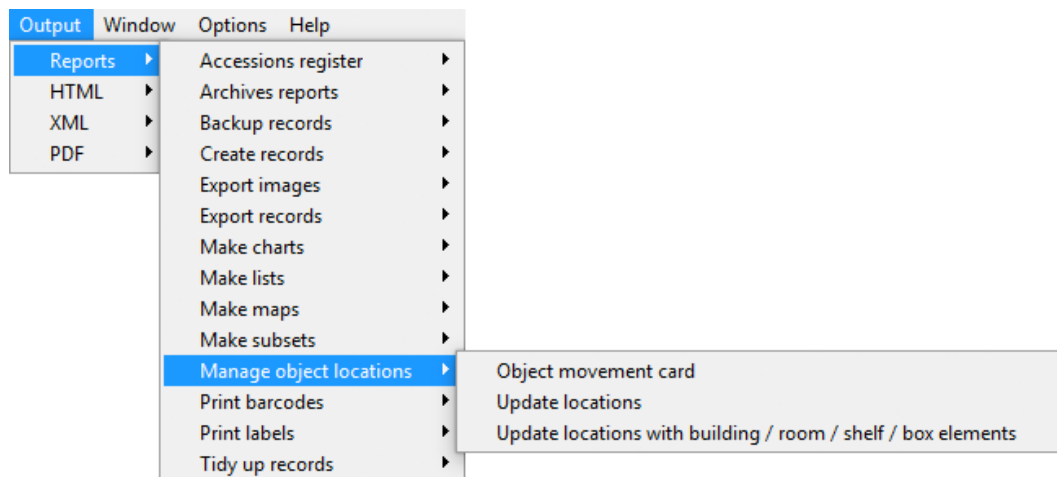
This report allows you to update the object locations recorded in batches of records. There are two stages to this process:

1. Generating an xupdate file

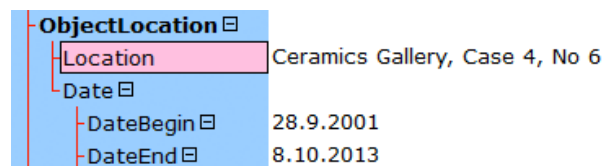2. Applying the xupdate file

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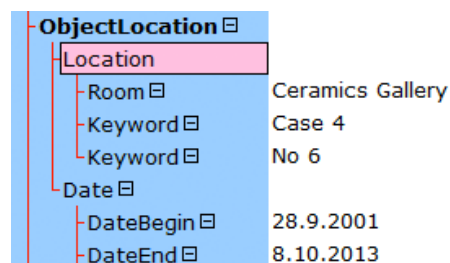
Next select *Manage object locations* from the **Reports** section of the **Output** menu:

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.
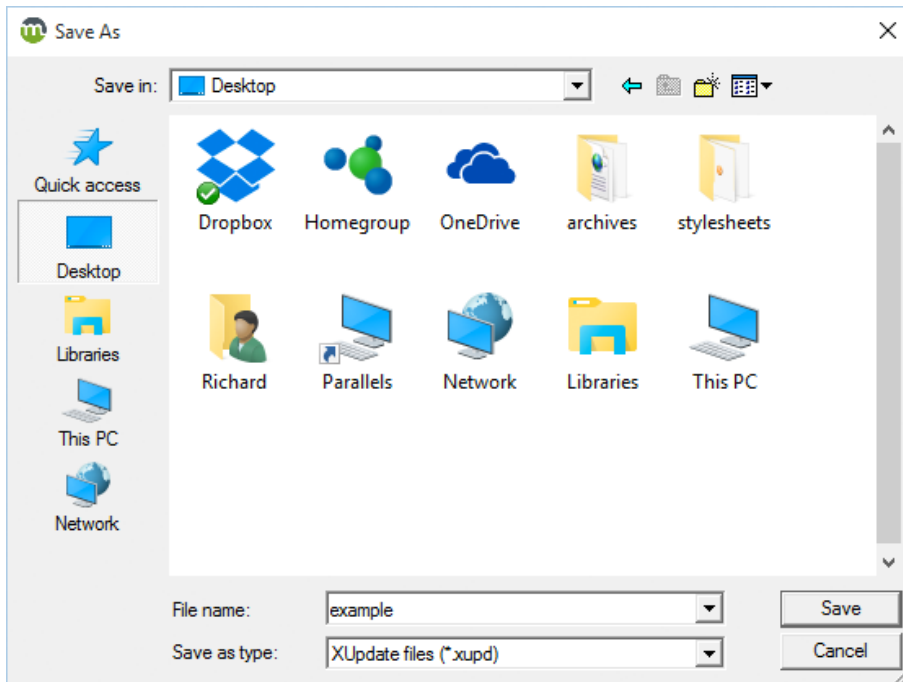
Select *yes* from the **delete-previous** box if you wish to remove the current location from the record. Otherwise, it will be retained as **previous location**.

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.

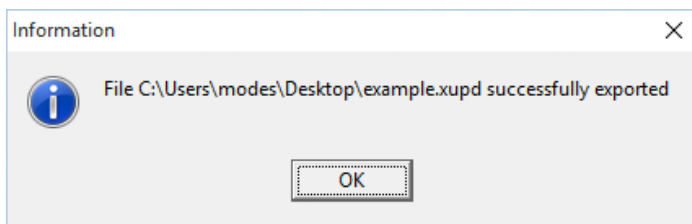Click the **Save As** button when it appears.

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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)*.

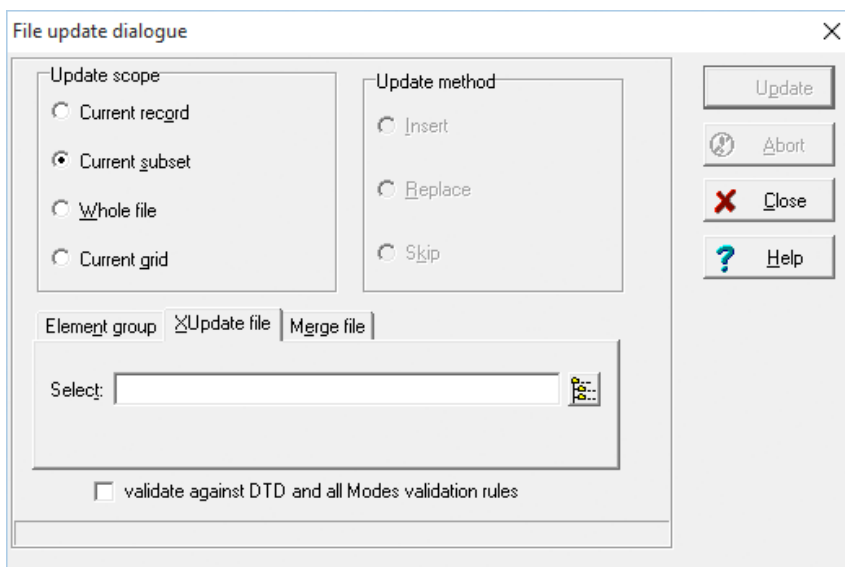Type a name for your this xupdate into the **File name:** box.

Click **Save**.

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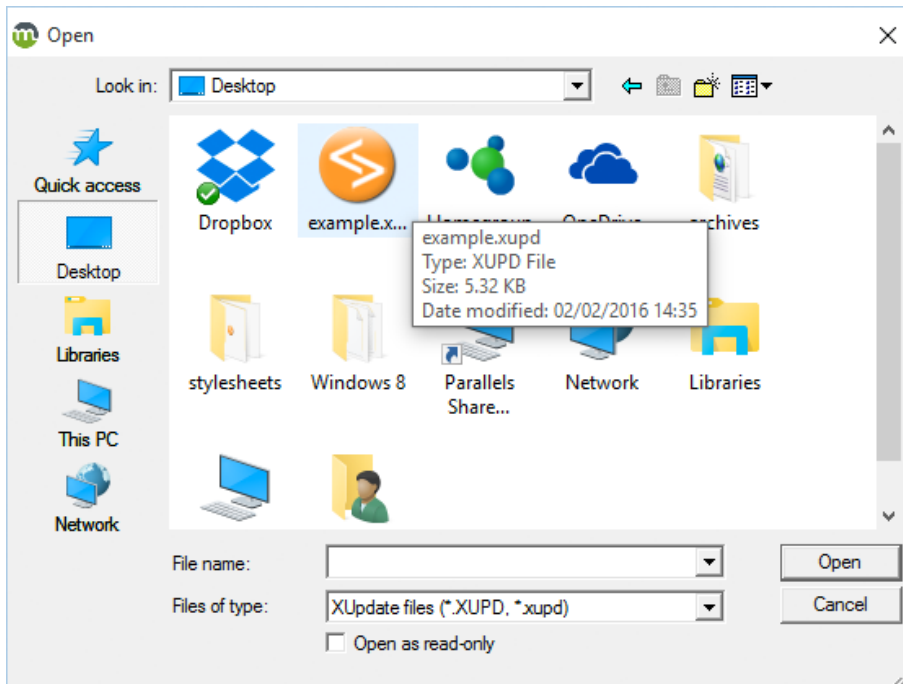
2   Applying the xupdate file

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

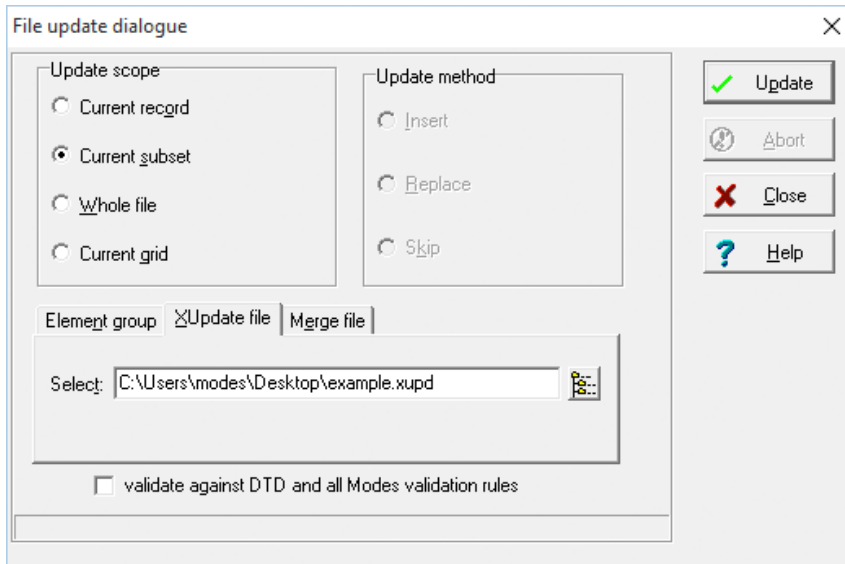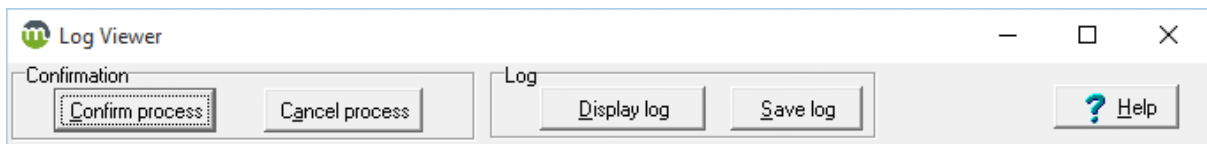From the **Edit** menu choose **Update**.

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.
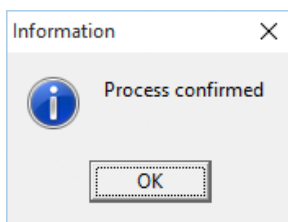
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Click the **Open** button.

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 (Modes Admin)

Additional options can be enabled in this report to allow users to enter **Reason**, **Note**, **Authority** and **Date** fields associated with the new location. These elements can be enabled by editing the appropriate report control in **Modes Admin**.

Select *Object* from the **Application** tab, and then select *update-locations* from the **Report** tab, or *update-locations-with-subelements* if you are using the *Building*, *Room*, *Shelf*, *Keyword* and *Box* elements.

Scroll down to the section beginning **name:** *reason* and change **visible:** *no* to **visible:** *yes*. Do the same to activate any of the **note**, **authority** or **date** sections. Click **Save changes**.

You can also edit these report controls to add standard lists of terms to appear in the *new-location*, *building*, *room*, *shelf*, *keyword* or *box* input boxes.

For example, to add a standard list in the **new location** box, scroll down to the section beginning **name:** *new location*. Type the first standard term into to the **+ option** box. Click the **+** beside **option** to create a second box, then type in the second term. Continue for each term you wish to include. Click **Save changes**.

The next time you open Modes Complete and run the report you should input boxes for *reason*, *note*, *authority* or *date*, and pull-down lists of terms for the boxes where you have enabled them.