

This should be the last function you perform

Global Update to Inactivate Students Exported to Another Building.

1. Log in to the building where the students were moved from.
2. Select “Back Office” tab at the top of the page.
3. Select “Update Patrons” tab at the left side of the page and “Global Update” tab at the top of the page. The following screen should appear -

Find Patron
Add Patron
Update Patrons
Import Patrons
Export Patrons
Upload Pictures
Library Policies
Access Levels
Calendar / Hours
Reports
Site Configuration
Inventory

Home Catalog Circulation **Back Office**

Update Patrons

How do I update patrons ?

Individual Update Batch Update **Global Update** Global Delete Move Fields

For every patron...

Whose Graduation Year is 2010

Change Patron Status to Inactive

This process cannot be reversed. Before proceeding, you should have a current backup of your database. Your last SQL backup was on 8/23/2006 11:48 PM.

Update

4. Select “Graduation Year” from the pull down menu and fill in the graduation year of the students that were exported to the other building and you would like inactive.
5. Select the “Update” button. The update process will go to a Jobs list.
6. Select “View” on the right side of the page. The summary should indicate the number of records that were changed to inactive. It should match the number of students you exported into the other building. Once again, it is not a bad idea to test sample a few of the students to make sure the correct students were inactivated.

At some point in the future, you may want to run a global delete function for students that have not been in a particular building for a couple of years. Use the global delete tab at the top of the page above and select the graduation year of the students that you would like to delete from a building. Be careful when you do any global delete function!