



# Library Resource Management Systems, Inc.

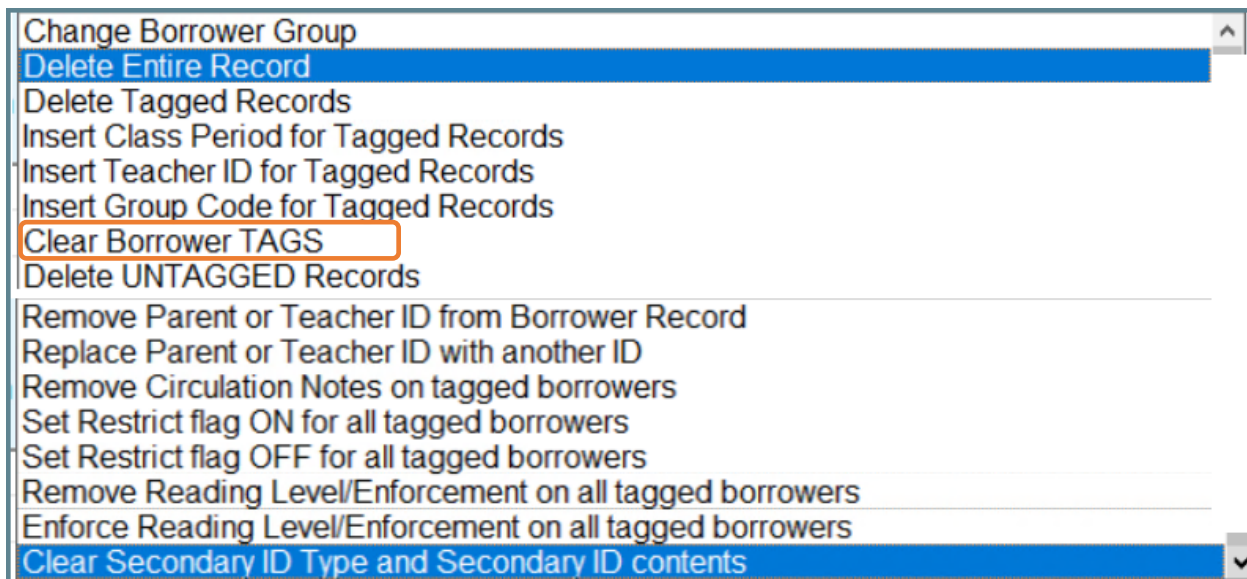
## Borrower Mass Update

This section of the program provides a means to create global changes, insertions, deletions to Borrower or Group of borrower records. As a caution before using Mass update verify that the only Borrowers to be subject to a Mass change are in fact the only ones to be affected.

### Different use for different library types:

Often tagging a Borrower record or Group of borrowers is created to manage changes on a larger scale rather than making a change on a single borrower basis.

- Example: use of Borrower importing for updating borrowers this application could have records that have been tagged as the import did not update a group of borrowers because these borrowers no longer exist within the library system. “Delete Tagged Records” would be used to quickly remove those Tagged borrowers.
- Perhaps tagging was used to insert a change to a group of borrowers and this Mass Update area would have been used to remove the Tags from that Group of borrower names.



- The use of “Tagging” records is the key factor to using this program option.
  - The listed choices are self-explanatory when you place them with the use of Tagged records.
  - Some are simply a choice to make a change, the 2<sup>nd</sup>. screen of any of the listed items provides visually what is expected.
  - Always be sure of your choices before using this Borrower Mass Update option, LRMS Support Staff are on stand-by to assist you, provide explanation and even create a Remote Support session with you.



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Sampling to Untag a Group of Borrowers that are located within a larger group of Borrowers.

LRMS(Build 3.8.17) : DEMO (User: lrms ) (Server: (local) ) - [ ]

File Process Previous Menu Main Menu

I want to

**Selection Criteria**

Number of Borrower Tags:	Number of Borrower UNTAGGED:
107	2018

Your Borrower TAGGED records will be your selection criteria.

**Status**

Remove/Clear Borrower Tag List

Clear ALL 107 BORROWER TAGS?

Yes No

- As shown on this screen; Tagged Borrower Records is the focus for this operation. 107 borrowers have been tagged in a previous event and now these tags need to be removed in one click of the mouse.
- As shown, be aware of counts before applying any of these options.
- Call for support to learn more about how to use this option.



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