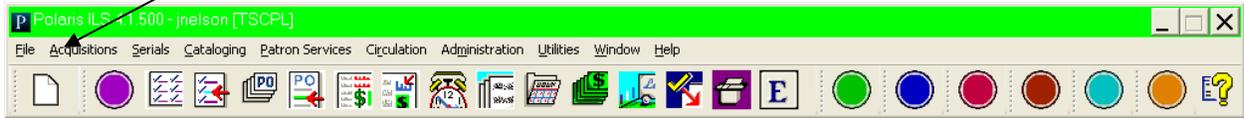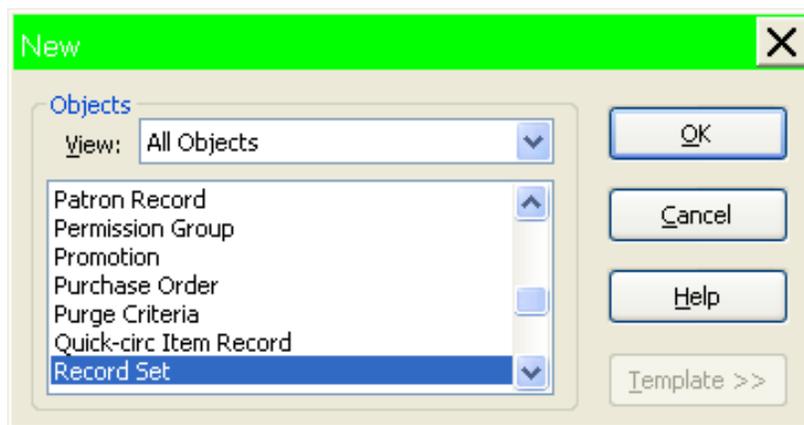# USING POLARIS RECORD SETS TO MAKE BULK CHANGES
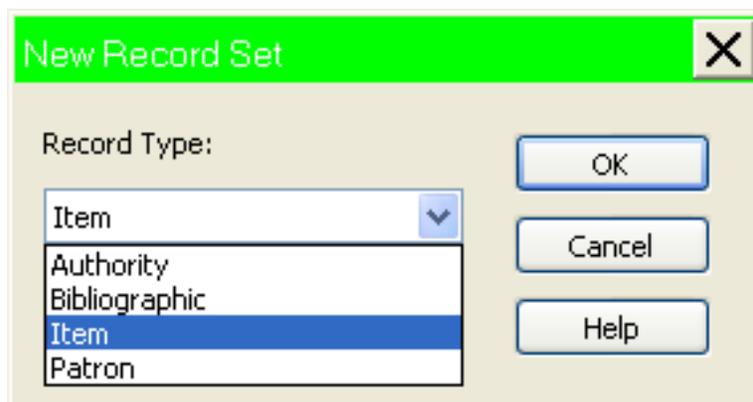## (Or, Is There Life After Item Group Editor?)

- First, create a **NEW RECORD SET** by clicking the "blank page" icon on the far left

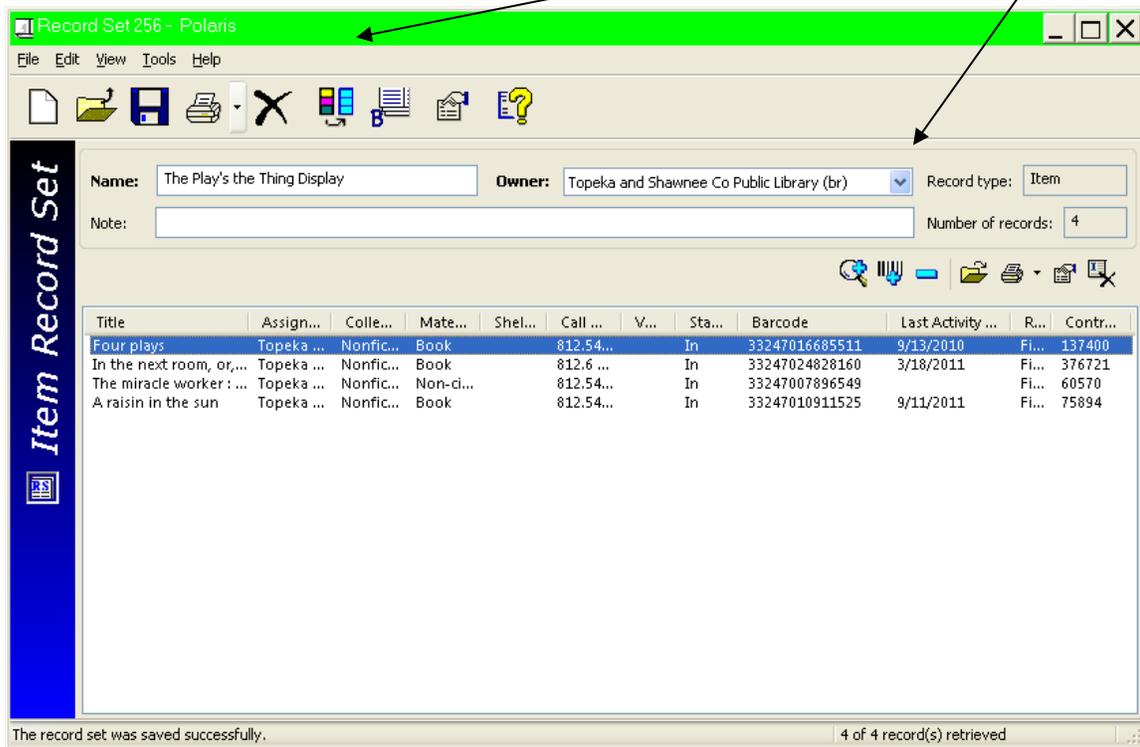- Choose **RECORD SET** from the drop down menu, and click OK

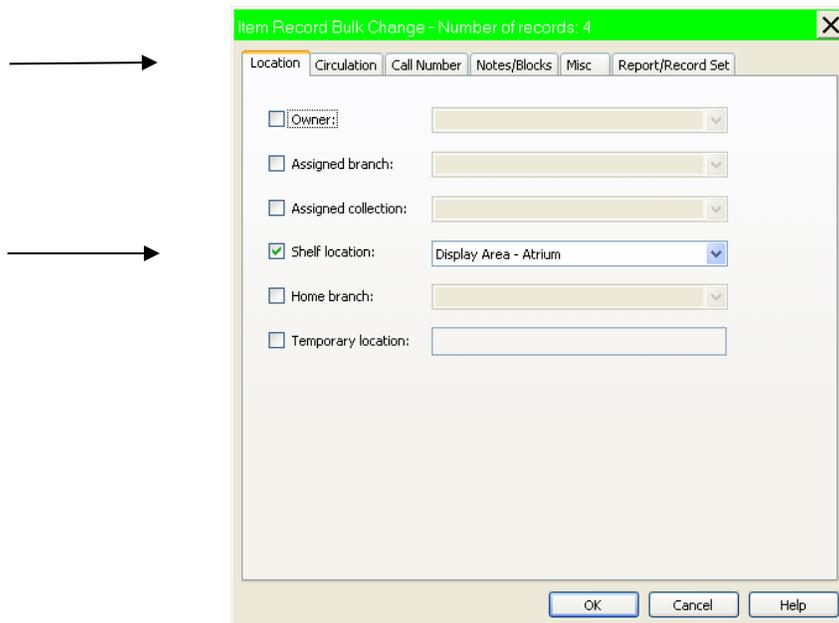- Choose **ITEM** for RECORD TYPE, and click OK

Polaris Help is an excellent source for info on Record Sets – it's the big yellow '?' in every window.
Search for *"Creating and using Record Sets"*

- Now, on ITEM RECORD SET, you must **NAME** your RECORD SET, scan in barcodes using the "**ADD BY SCANNING**" icon, and **SAVE** your list. Once your RECORD SET is saved, the "**BULK CHANGE**" icon (this looks like 2 traffic lights to me!) will be highlighted.

- After selecting the items (highlight or Edit: Select ALL) and clicking on **BULK CHANGE**, you can now choose to change items to Display using **SHELF LOCATION** under the LOCATION TAB, or you can choose the CIRCULATION TAB and change things to Mending, etc., using **CIRCULATION STATUS**. After choosing your location or status, click "OK", then "CONTINUE"

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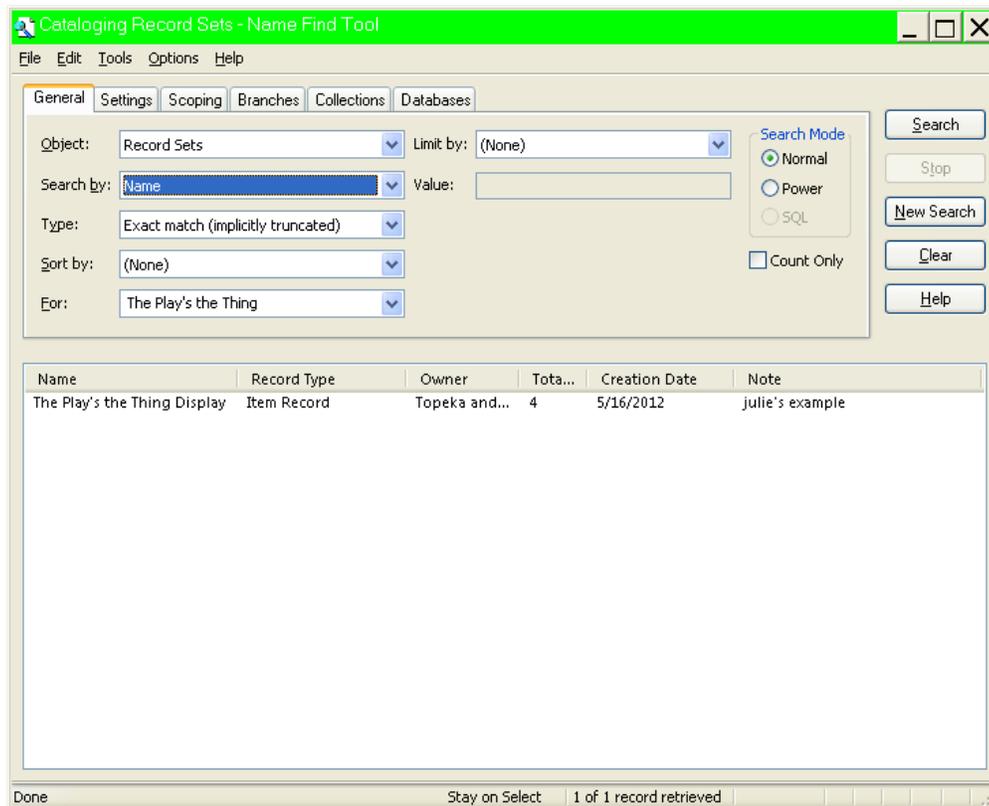
FINDING AND CHANGING RECORD SETS

Once you have created a RECORD SET, you can find and edit the record set. For example, at this time items that are on display and don't check out will need to have their shelf location changed from Display to no shelf location.

- First, go to **CATALOGING** and choose **RECORD SETS**

- Then, search by the **NAME** you gave your record set, you can also choose to search by creation date. Don't forget that you can always do a wildcard search (*) if you've completely forgotten the name of your RECORD SET

- Double click to open your RECORD SET, select the items you want to change, and proceed with **BULK CHANGE**. To remove items from Display, choose **SHELF LOCATION (None)**.

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