

4.7 EDITING LOCAL CODE LISTS

You can use COBISS3 software to edit all local code lists. In order to be able to do that, you need the privilege *ADM_LCL – Local code lists maintenance*.

Procedure

1. Select the **System / Local code lists** method.

The **Local code lists** window will open, which shows the local code list.

2. In the list, highlight the local code list you wish to edit.



Note:

The local code lists Sublocation (CODE 84), Shelving location (CODE 86) and Departments (CODE 301) are managed by IZUM. These are code lists that define the library organisation and are changed based upon an agreement between the library and IZUM. IZUM must enter these changes into the Holdings minutes and/or Loan minutes and must also arrange additional settings for the correct operation within the COBISS3 software and the correct display in COBISS+.

3. Click the **Edit** button.

The window with the name of the selected local code list will open.

4. To **add** new values to the code list, enter the required data in the entry fields under "Code" and "Value", and then click the **Add** button. The new value will be added to the bottom of the code list.
5. To **edit** an individual value in the code list, highlight it, enter the new value under "Code" or "Value", and click the **Replace** button.
6. To **remove** an individual value from the code list, highlight it and click the **Remove** button.
7. To **sort** the values in the code list in ascending alphabetic order, click the **Sort** button. If you click the **Sort** button again, the data will be sorted in descending alphabetic order.
8. If necessary, you can rearrange the order of the values in the code list. To move a value one place **up**, highlight it and click the **Up** button. To move a value one place **down**, highlight it and click the **Down** button.
9. To find the desired value in the code list, use the **Find** and **Find next** buttons (see chapter 4.2.1.5.1).
10. You can change the code list by importing data from the text file, which is saved in any of the folders on your computer (see chapter 4.7.1).
11. You can save the code list in a text file. The content of the file (i.e. code list) can be edited later (see chapter 4.7.2).
12. To refresh the data in the COBISS2 software after you entered the changes, click the **Refresh COBISS2** button.

13. To save the changes in the local code list, click the **OK** button.
14. To exit the **Local code lists** window, click the **Close** button.

Along with the existing code lists, you can use up to ten local code lists for any attribute. In order to be able to use these code lists, please inform IZUM. IZUM will prepare the settings in the configuration file and specify which code list will be used for which attribute.



Note:

If you specify the properties of the subfield containing bibliographic data in the COBISS3/Cataloguing software module (the procedure is described in the COBISS3/Cataloguing user manual, see chapter 7.11), IZUM does not have to be notified about it.

4.7.1 Importing data from text file to local code list

You can change the code list by importing data from the text file, which is saved in any of the folders on your computer. The character set used in this file must be Unicode.

Procedure

1. In the window with the name of the selected local code list, click the **Import** button.
The **Data import method** window will open. Use it to select how you wish to import data.
2. If you wish to overwrite the content of the selected local code list with the content of the text file, click the **Yes** button.
3. If you wish to add new and changed values from the text file to the selected local code list, click the **No** button.
After clicking **Yes** or **No**, the **Open** window will open, which gives you access to all the folders stored on your computer.
4. Under "Select folder", the name of the source folder will be displayed. To select a new folder, click the drop-down list and select the desired disk drive. In the list, which will be displayed under the selected drive, find the desired folder and text file, which you wish to import to the local code list. Click on the file to highlight it. The file name will be transferred to "File name".
5. Click the **OK** button.

The content of the selected local code list will be overwritten with the values from the text file, from which you imported the data, or the new values from the text file will be added to the selected code list.

4.7.2 Exporting data from local code list to text file

You can export the local code list to the text file in any folder. The character set used in this file must be Unicode. You can edit and print the content of the file.

Procedure

1. In the window with the name of the selected local code list, click the **Export** button.

The **Save** window will open which gives you access to all the folders stored on your computer.

2. Under "Save in", the name of the source folder will be displayed. To select a new folder, click the drop-down list and select the desired disk drive. In the list, which will be displayed under the selected drive, find the desired folder, to which you wish to save the file containing the local code list.
3. Under "File name", enter the name of the file, to which you wish to save the data from the local code list.

If you wish to copy the content of the local code list to an existing text file, click on the file in the list to highlight it. The file name will be transferred to "File name".

4. Click the **OK** button.

You can find the file, in which the code list was saved, using the Explorer (Windows Explorer). You can edit the file using any programme for word processing (e.g. Notepad, WordPad, MS Office Word, etc.).