Quick Utilities

Operations

Utilities

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About
Quick Utilities

Operations > Utilities > Quick tab

Quick Saved

Quick utilities are basically templates: they do not store custom selection settings and are mainly used once or as a foundation for custom Saved utilities. Any modifications made to a particular utility are discarded immediately upon clicking on another category or utility title. However, if you would like to save the Quick utility you've just modified, click **Create Saved Utility** at the bottom of the Selected Utility pane. After adjusting the default title (optional), your new utility—including custom settings—will be added to the Saved tab.

Utilities are organized in categories. Select a category title to view the list of associated utilities in the Utility Selection pane on the right. You can further narrow your the list of utilities by entering a term in the filter bar. Once you've sufficiently narrowed your filter criteria, scroll through the Utility Selection list to locate and select the specific utility you'd like to view, modify, or run.

The settings in each tab vary per utility.

Selections

Selections	Options

This utility will add the tags specified under the options tab to:

Titles with a Policy of   [Any Policy ▼]
Titles from   [Copy Location ▼] [From] [Through]
Titles with a Medium of   [Any Medium ▼]
Titles in Call Number Range   [From] [Through]
Titles added   [From MM/DD/YYYY 📅] [Through MM/DD/YYYY 📅] [▼]

☐ **Show Additional Selections**   **Create Saved Utility**   **Run**

Options

Selections	Options

Add Tag_Subfield (e.g. 700_a)   [   ]
Value to Add   [   ]

NOTE: Modifications cannot be undone. Use with caution and ensure your changes follow MARC standards.

Create Saved Utility   **Run**

Quick Utilities

Last Updated: $action.dateFormatter.formatDateTime($content.getLastModificationDate())