

While cataloging the DGI cataloger will select a target to save to:

Save to:

- Batch: Oct_FAW
- Batch: Oct_PCIP
- New catalog record
- New MARCXML (.xml) file
- Save as MARC (.mrc) file

After the record is created, the Batch is still selected, along with the record in the batch, enabling the cataloger to make updates to the record in the batch (this should not duplicate the record):

Save to:

- Batch: Oct_FAW
- Batch: Oct_PCIP
- New catalog record
- New MARCXML (.xml) file
- Oct_FAW: #227
- Save as MARC (.mrc) file

If the cataloger uses the “Advanced Search” or selects the “New Record” or “Import Record” button, the “Save to” interface should return to only having the Batch selected, and should not contain any record #s:

Save to:

- Batch: Oct_FAW
- Batch: Oct_PCIP
- New catalog record
- New MARCXML (.xml) file
- Save as MARC (.mrc) file

If the cataloger is trying to edit an existing batch record either by searching for the record using the “Advanced Search” and selecting “Import” on a batch record, or by clicking on “Edit” from the Managed Staged MARC records interface, the “Save to” box should show the existing record & batch that will be changed:

Save to:

- Batch: Oct_FAW
- Batch: Oct_PCIP
- New catalog record
- New MARCXML (.xml) file
- Oct_FAW: #227
- Save as MARC (.mrc) file