

RSN2005 Manual
Edit Holder Data Page v1.0

The 'Edit Holder Data' page displays a single data record relating to a single notice in your collection and provides the facility for you to edit that data.

EDIT HOLDER DATA FOR Record 2468 user PJM

S	IDHolder	O	P	E	I	ICode	Dup	Obtained from	Price	Q	R	Notes
<input type="checkbox"/>	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	£0.00	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]

The example above shows the 'Edit Holder Data' page for an individual notice held by PJM – the current logged-in user is PJM.

'S' checkbox – if a tick is displayed in the 'S' checkbox, the database will withhold display of this particular notice from other users. Your Holder Code will display in Red in the 'Holders' Column in the 'Detail Browse' page as a reminder to you that you have set 'withhold'. Your Holder Code will not be displayed in the 'Holders' Column in the 'Detail Browse' page for any other user to see. To set the tick, click on the box when the tick is not showing. To unset the tick, click on the box while the tick is showing. The choice is entirely yours, and the setting can always be changed later if you wish.

'IDHolder' box – This box will display your Holder Code, and cannot be changed unless you have 'Data Entry' permissions that allow you to enter data for another user who is unable to access the database for themselves.

'O' checkbox – A tick in this box indicates that you hold an original of this notice. When the tick is set, the 'Detail Browse' page will indicate to you that you hold an original of the notice by means of a green block. The 'Detail Browse' page will indicate that you hold a copy by means of your Holder Code appearing in the Holders Column, highlighted in Blue, even if the box is not ticked (if you have set the 'S' checkbox, your Holder Code will highlight in Red). Do not set this checkbox to a tick if you do not have a complete original of the notice.

'P' checkbox – A tick in this box indicates that you hold a photocopy of this notice. This will be indicated in the 'Holders' column of the 'Detail Browse' page by means of '(p)' appearing after your Holder Code.

'E' checkbox – A tick in this box indicates that you hold an electronic copy of this notice. This will be indicated in the 'Holders' column of the 'Detail Browse' page by means of '(ef)' (electronic file) appearing after your Holder Code. It will also be indicated by means of a Violet block in the 'E' column on the 'Detail Browse' page.

'I' checkbox – A tick in this box indicates that you hold an incomplete original of this notice. This will be indicated by means of a Yellow block in the 'I' column on the 'Detail Browse' page.

'ICode' list box – This box is used in conjunction with the 'I' checkbox to indicate which part of an incomplete notice you have. The normal setting for this box is <blank>. To set this box, click on the small, arrow at the right and select one of the displayed entries, either <blank>, 'do' (diagram only), or 'nd' (no diagram) to indicate which part of the notice you haven't got. This will enable '(do)' or '(nd)' to be displayed in the 'Holders' column of the 'Detail Browse' page after your Holder Code.

'Dup' box – this box enables you to enter the number of duplicate or spare copies of the notice that you have. This number will be displayed in the 'D' column of the 'Detail Browse' page, but only you will be able to see it. If you set your User Preferences to allow it, the presence of a number other than zero in this column will allow the 'Notices Available For Exchange' page to indicate to others that a copy of the notice is available for exchange (but not how many copies, or that it is you that has a spare available unless the viewer is logged-in - a casual browser will not be able to see who has the spares). The normal figure in the 'Dup' column will be zero to indicate that you hold an original and no spare copies.

'Obtained from' box – if you want to record where you obtained the notice, type it here.

'Price' box – if you want to record the price you paid for the notice, type it here (figures only – do not type the '£' symbol, and don't forget to separate pounds and pence with a decimal point ('.')).

'Q' box – tick this box if you want to remind yourself that you want to check something about the notice – your reminder can be typed into the 'Notes' box.

'R' box – tick this box if you want to replace your copy of the notice (i.e. one that is torn / dirty etc.) – you can type a reminder into the 'Notes' box. If you have ticked the 'R' box, a reminder will appear on any printout of your collection.

'Notes' box – use this for whatever notes you want, but they should relate only to your individual copy of the notice – the space available here is limited and if you find it to be too short, please let one of the database administrators know. It is intended that this 'Notes' field will be increased in length in the future and that the 'Edit Holder Data' page will be re-arranged accordingly. *General notes should be entered in the 'Notes' field of the 'Notices Details' page rather than in this 'Notes' box.*

Note: *The information displayed on this page is private to the individual user and other users cannot access your data. Only your Holder Code (and any bracketed suffixes) will be displayed to other users if you have permitted it.*

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When you are happy that you have set the various data input boxes on this page the way you want them, click on the **'Submit'** Button to enter the data into the database. *Please be patient at this stage, depending on the speed of your connection, and the load on the server, it may take a little while for the data to be processed.* When the data has been correctly processed by the database, a green confirmation screen will be displayed. On the confirmation screen, you will have two options :-

'Return to Detail Page' link – this will return you to the 'Notice Details' page for the current notice, and will update the display in respect of the data that you edited in the 'Edit Holder Data' page.

'Return to Quickview Page' link - this will close the new browser window, leaving the 'Browse Detail' page visible. The display will not be updated in respect of the data that you edited in the 'Edit Holder Data' page until either you refresh the page, or navigate away from the page and back to it again.

If you do not wish to input the data you have entered on the 'Edit Holder Data' page to the database, click one of the links below the 'Submit' button:-

'Abort Changes and Return to Detail Page' link – this will return you to the 'Notice Details' page for the current notice.

'Abort Changes and Return to Quickview Page' link - this will close the new browser window, leaving the 'Browse Detail' page visible.