852- $c,$k,$3 Drop down Authority Table Editors.

Now available in the Administration Tools menu are 3 new options. Prefix Authority, Location Authority, Item Type Authority.

Use these tables to pre-define (852$k) classification number prefixes, (852$c) location codes or descriptions, and (852$3) item types.

The list on the left is what you wish to display in your drop down list (which will appear as you edit the holding). The list on the right is what is actually in your present holding records and the number of times it appears.

**Delete or modify**

Use the ‘X’ if you wish to delete a particular reference (e.g. AVSVID) or modify it to something else.

- After you click the ‘X’ to Delete, then the reference next to the ‘X’ in the right table will disappear, and an option on the left site will appear with ‘Select new location’.
- If you wish to change (AVSVID in the example above) to something else then choose it from the drop down list with ‘Select new location’
- If you wish to simply remove it from the control list that appears when you edit a holding then simply do not select an option with ‘Select new location’ on the right side ‘Location stats’ list

This tool is a quick global edit to clean it up for the search and record edit drop-down lists. OPALS actually displays a list of the changes you are making if you open the Items Global Modify page.

Make the changes you wish. They will be applied to the records only after you click the button ‘Apply change’