Instance Search & Replace plugin

The Instance Search & Replace plugin provides the ability to batch replace Container Indicators in the Archivists' Toolkit. It does not provide the ability to replace Container or Instance Types. The Instance Search & Replace plugin is included as part of the AT 2.0 Update 13.

The Instance Search & Replace plugin can be accessed from the Rapid Data Entry drop down list in any resource record. Select the **batchSearchAndReplace.bsh** option

a		X
Resources		Record 679 of 1009
Title: Brooke Demos company records		Resource Identifier: HBCB0012
🔁 HBCB0012: Brooke Demos company 📥	Basic Description Names & Subjects Notes Etc. & Deaccessions Find	ling Aid Data
🗄 🛅 Financial Records	Level collection 💌	Resource Identifier HBCB .0012
	Other Level	Accessions linked to this Resource ID:
	Title	Accession Number Accession Title
	Brooke Demos company records	
	Wrap in tag V Date Expression	Extent Extent Number 3 Linear feet
	Inclusive Dates	Extent Number 3 Linear feet Container Summary
	Begin 1900 End 1950	
	Bulk Dates	
	Begin End	
	Language eng 👽	Instances Instance Type Instance Data
	Repository Processing Note	Instance Type A Instance Data
	·	Add Instance Remove Instance
	Repository AT	Add instance Remove instance
×	Change Repository	Restrictions Apply
Add Add Rapid Child Sibling RB Te	Data Entry Y Component I Transfer	Manage Export Locations EAD EAD EAD EAD Locations
test on fastfile tmp	evinus Next Last Reports	Close Save
Created: Mar 9, 2010 by superuser batchS Script	earchAndReplace.bsh	

The plugin has two basic functions; to replace box numbers for a single box, or to replace multiple box and folder numbers.

Changing single containers

This method allows Container 1 Indicator for any instances within a resource that match a single Container 1 Indicator value to be changed. Although the Container 1 Type is usually "box," the plugin will replace the Container 1 Indicator value regardless of the Container 1 Type. There are two steps to this process; writing the new values, and then either confirming or discarding the revised values.

Write Values

- From the Instance Search & Replace dialog box, select **Replace Box** # from the **Select Command** drop down menu.
- Enter the Container 1 Indicator value to be replaced in the Search For box
- Enter the new value for the Container 1 Indicator in the **Replace With** box
- Select OK

When the operation is complete, an output log window will appear. The results can be copied, printed or saved.

Instance Search	1 & Replace 🛛 🔀
Please enter appro	priate choices below
Select Command	Replace Box #
Search For	1
Replace With	2
	OK Cancel

Review Values

At this point, the plugin has changed the Container 1 Indicator values to [old value]=>[new value]. This allows the changes before they are finalized. It also allows changes to Container 1 Indicator values in a resource record to be reverted, even if the record is saved and closed.

🚺 Search and	I Replace Log		×
Import Log			
Count 1 2 3 4 5 6 7 8 9 10 11 12 13 14	Old Label New L Box 1 / Folder 1 Box 1 = Box 1 / Folder 8 Box 1 = Box 1 / Folder 8 Box 1 = Box 1 / Folder 2 Box 1 = Box 1 / Folder 3 Box 1 = Box 1 / Folder 5 Box 1 = Box 1 / Folder 5 Box 1 = Box 1 / Folder 7 Box 1 = Box 1 / Folder 8 Box 1 = Box 1 / Folder 1 Box 1 = Box 1 / Folder 1 Box 1 = Box 1 / Folder 10 Box 1 / Folder 11 Box 1 / Folder 12 Box 1 / Folder 13	>2 / Folder 1 >2 / Folder 8 >2 / Folder 2 >2 / Folder 3 >2 / Folder 4 >2 / Folder 5 >2 / Folder 7 >2 / Folder 8 >2 / Folder 1	
			~
		Copy Print Save OK	

• To confirm indicator value changes, select Finalize Changes, then OK

• To discard indicator value changes, select **Undo Changes**, then **OK**

When the operation is complete, an output log window will appear. The results can be copied, printed or saved.

Changing multiple containers

This method allows Container Indicators for multiple containers and container types to be changed. The process involves listing the instances, creating a batch file, and then uploading and processing that file.

List Instances

• From the Instance Search & Replace dialog box, select List Instances. This list can be limited by entering a Container1 Indicator value (or multiple values, separated by commas) in the Search For box

Instance Search	n & Replace 🛛 🔀
Please enter appro	priate choices below
Select Command	List Instances
Search For	1,2,3
Replace With	
	OK Cancel

• When the operation is complete, an output log window will appear

Box #	Instance Label Count		1
0001	Box 1 / item 8,832	1	È
0001	Box 1 / item 8,833	2	
0001	Box 1 / item 8,834	3	
0001	Box 1 / item 8,835	4	
0001	Box 1 / item 8,836	5	
0001	Box 1 / item 8,837	6	
0001	Box 1 / item 8,838	7	
0001	Box 1 / item 8,839	8	
0001	Box 1 / item 8,840	9	
0001	Box 1 / item 8,841	10	
0001	Box 1 / item 8,842	11	
0001	Box 1 / item 8,843	12	
0001	Box 1 / item 8,844	13	
0001	Box 1 / item 8,845	14	
0001	Box 1 / item 8,846	15	
0001	Box 1 / item 8,847	16	
0001	Box 1 / item 8,848	17	
0001	Box 1 / item 8,849	18	
0001	Box 1 / item 8,850	19	

• Select Copy, and then paste the list into a spreadsheet application of your choice

Enter Revised Container Indicators in Batch File

- In the spreadsheet created from instance list, Delete the "Count" column
- Create up to to three new columns corresponding to three Container Indicators. The heading for these columns does not matter (the plugin will ignore the first row)
- Enter new Container Indicators in the appropriate columns
 - The plugin cannot create a Container Indicator for a container that does not already exist; it can only replace existing ones
 - When changing the 2nd or 3rd Container Indicators, all preceding Container Indicators in that row must be included, even if those values will remain the same.
 - Do not use commas in new numbers. Do not remove the commas from the numbers in the instance label column.
- Remove rows for which there are no changes to Container Indicators, this will save processing time and resources

	Α	В	С	D
1	Box #	Instance Label	New Box #	New Item #
2	1	Box 1 / item 8,832	1	
3	1	Box 1 / item 8,833	1	
4	1	Box 1 / item 8,834	1	
5	1	Box 1 / item 8,835	1	
6	1	Box 1 / item 8,836	1	
7	1	Box 1 / item 8,837	1	
8	1	Box 1 / item 8,838	1	
9	1	Box 1 / item 8,839	1	
10	1	Box 1 / item 8,840	2	
11	1	Box 1 / item 8,841	2	
12	1	Box 1 / item 8,842	2	
13	1	Box 1 / item 8,843	2	
14	1	Box 1 / item 8,844	2	
15	1	Box 1 / item 8,845	2	
16	1	Box 1 / item 8,846	2	
17	1	Box 1 / item 8,847	2	
18	1	Box 1 / item 8,848	3	
19	1	Box 1 / item 8,849	3	8857
20	1	Box 1 / item 8,850	3	8856
21	1	Box 1 / item 8,851	3	8858
22	1	Box 1 / item 8,852	3	8859
23	1	Box 1 / item 8,853	3	8860
24	1	Box 1 / item 8,854	3	8861
25	1	Box 1 / item 8,855	3	8862

• Save the batch file as a tab delimited text file

Load and Process Batch File

- From the Instance Search & Replace dialog box, select Load Batch File, then OK
- In the window that appears, browse for the batch file you created. Select it and click **Open**

When the operation is complete, an output log window will appear. The results can be copied, printed or saved.

Count	Old Label New Label		~
591	Box 1 / item 8,844	Box 2 / item 8,844	
592	Box 1 / item 8,845	Box 2 / item 8,845	
593	Box 1 / item 8,841	Box 2 / item 8,841	
594	Box 1 / item 8,832	Box 1 / item 8,832	
695	Box 1 / item 8,833	Box 1 / item 8,833	
596	Box 1 / item 8,834	Box 1 / item 8,834	
597	Box 1 / item 8,835	Box 1 / item 8,835	
598	Box 1 / item 8,836	Box 1 / item 8,836	
599	Box 1 / item 8,837	Box 1 / item 8,837	
600	Box 1 / item 8,838	Box 1 / item 8,838	
601	Box 1 / item 8,840	Box 2 / item 8,840	
602	Box 1 / item 8,842	Box 2 / item 8,842	_
603	Box 1 / item 8,843	Box 2 / item 8,843	
604	Box 1 / item 8,839	Box 1 / item 8,839	
605	Box 1 / item 8,846	Box 2 / item 8,846	
606	Box 1 / item 8,847	Box 2 / item 8,847	
607	Box 1 / item 8,848	Box 3 / item 8,848	
608	Box 1 / item 8,849	Box 3 / item 8,857	
609	Box 1 / item 8,850	Box 3 / item 8,856	~