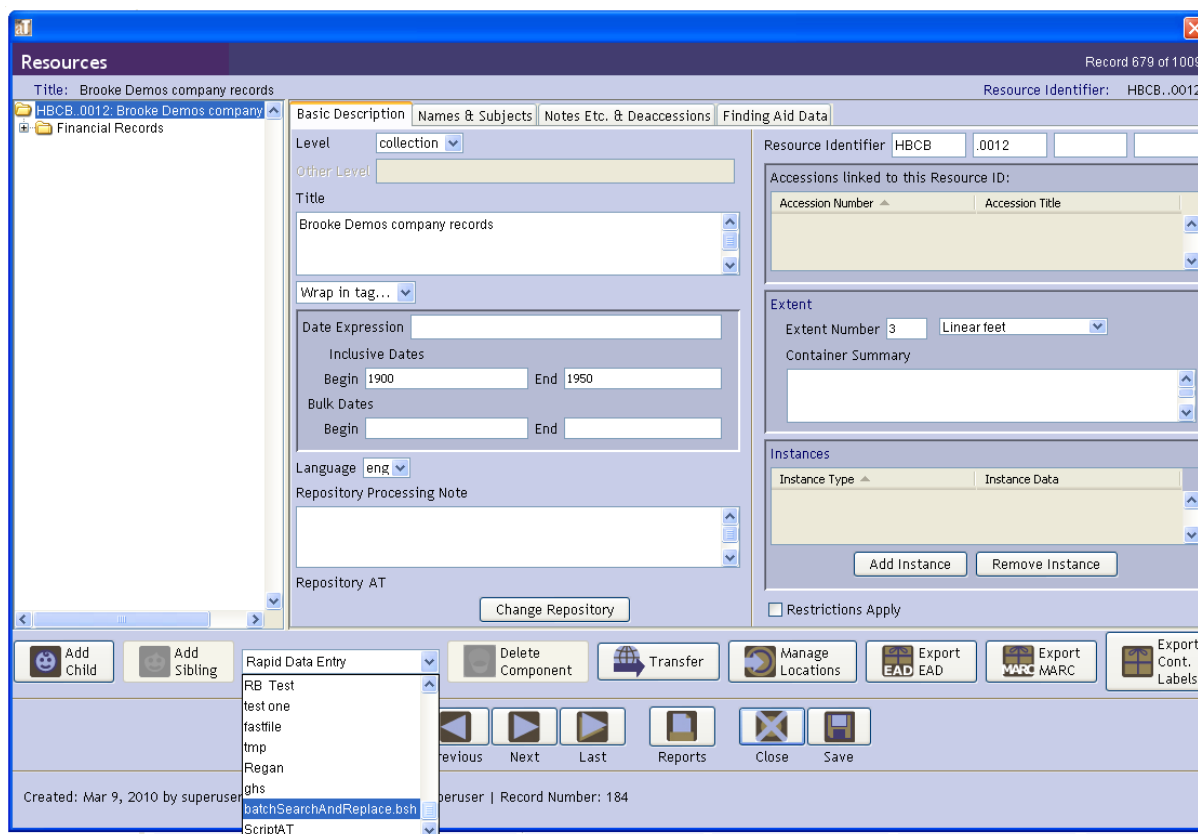


## Instance Search & Replace plugin

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



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

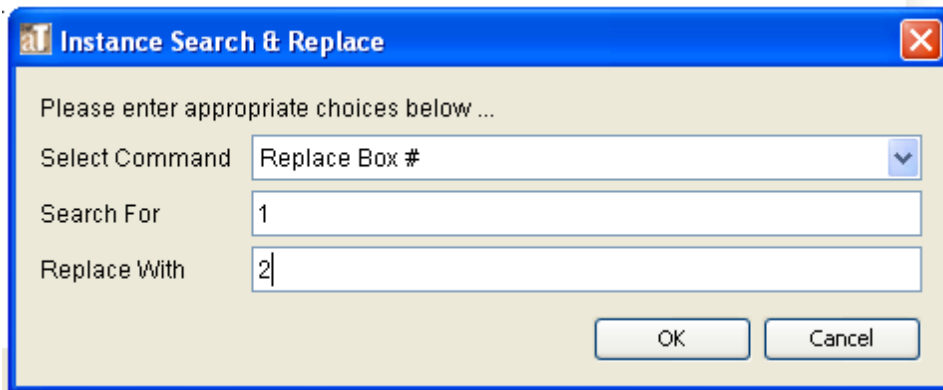
## Changing single containers

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

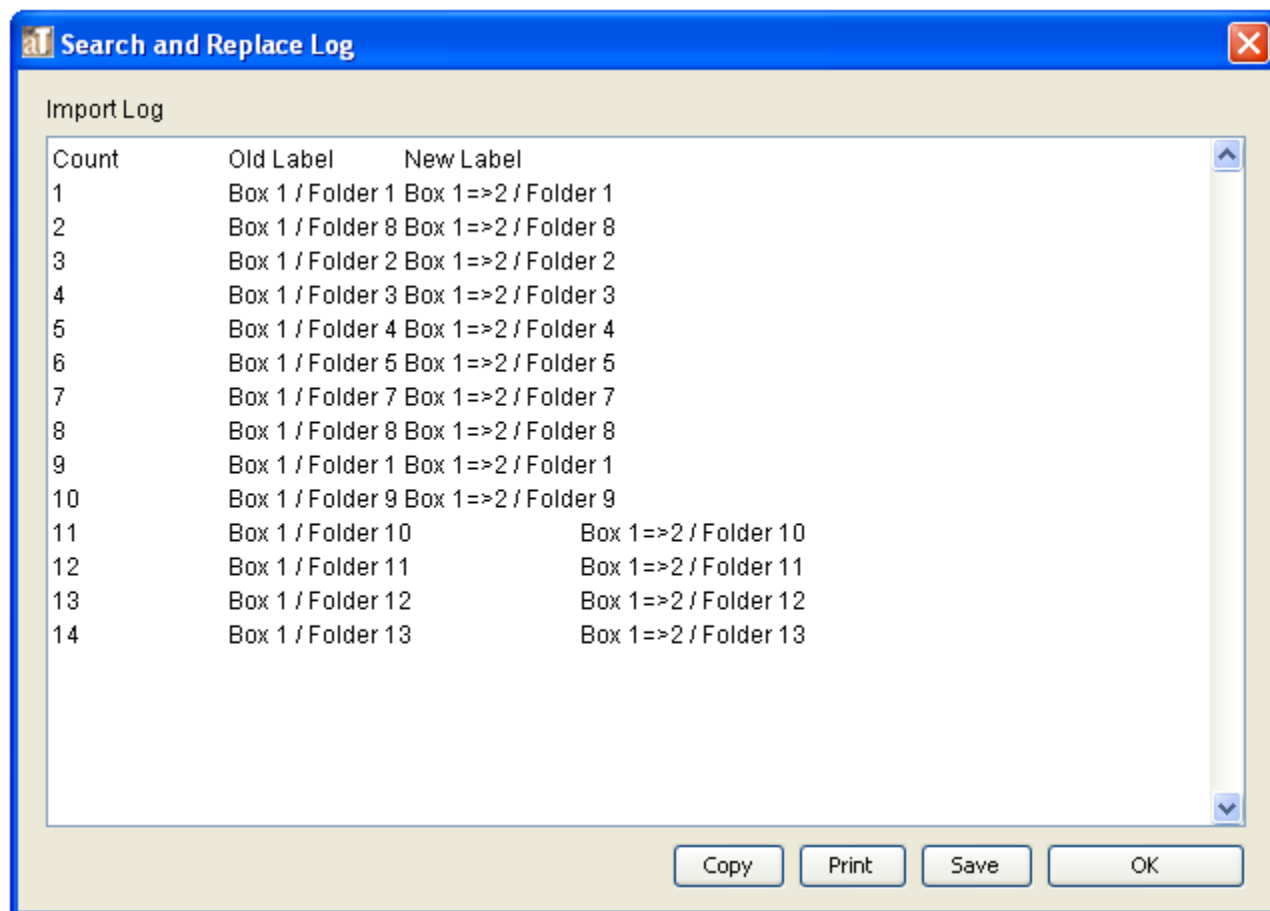
When the operation is complete, an output log window will appear. The results can be copied, printed or saved.



The screenshot shows a dialog box titled "Instance Search & Replace" with a blue header bar and a red close button in the top right corner. Below the title bar, the text "Please enter appropriate choices below ..." is displayed. The dialog contains three input fields: "Select Command" with a dropdown menu showing "Replace Box #", "Search For" with the text "1", and "Replace With" with the text "2". At the bottom right, there are two buttons: "OK" and "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.



- To confirm indicator value changes, select **Finalize Changes**, then **OK**
- To discard indicator value changes, select **Undo Changes**, then **OK**

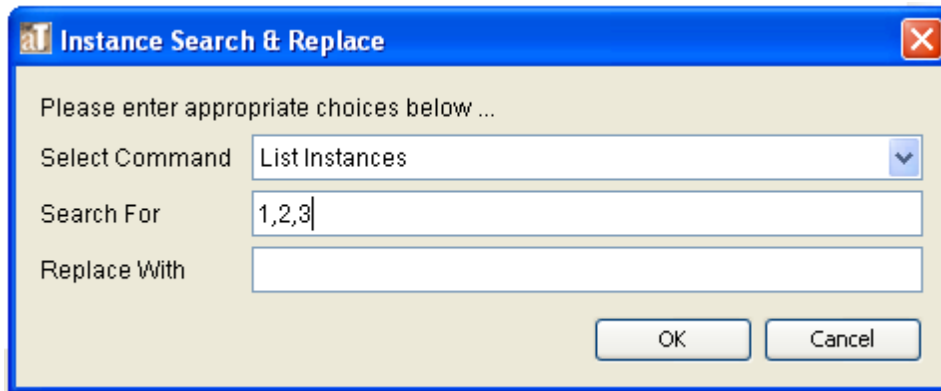
When the operation is complete, an output log window will appear. The results can be copied, printed or saved.

## Changing multiple containers

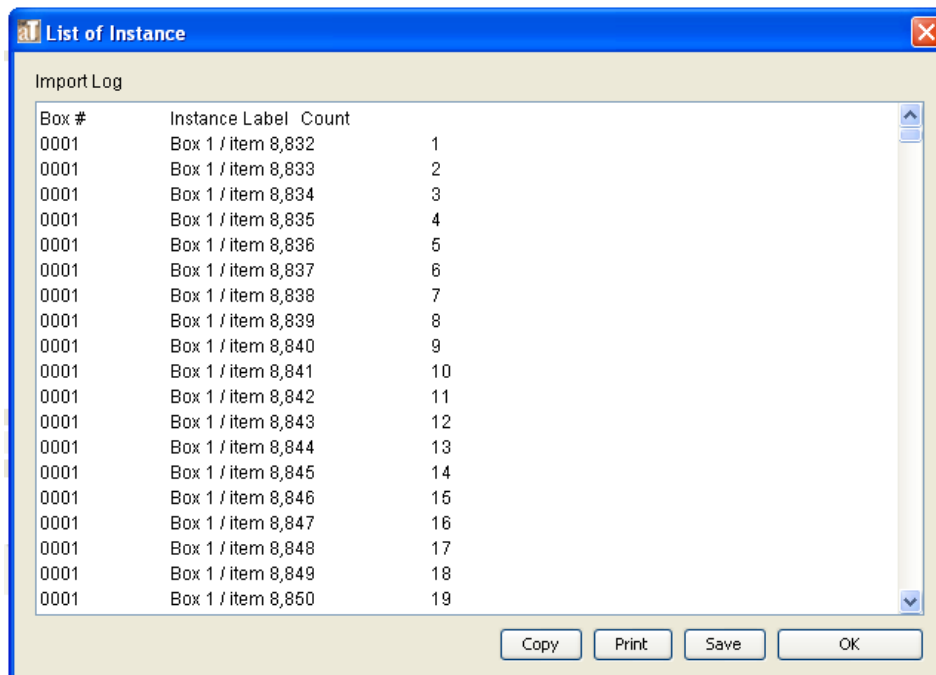
This method allows Container Indicators for multiple containers and container types to be changed. The process involves listing the instances, creating a batch file, and then uploading and processing that file.

### 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



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



- 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
- Save the batch file as a tab delimited text file

	A	B	C	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

## 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.

