

## New Offline Date & Status Editor

*360 Core enhancement benefits all Serials Solutions subscribers*

**September 30** -- Serials Solutions is excited to announce the addition of a new feature to 360 Core that allows you to more easily update subscription status and custom date settings for large volumes of titles. The new **Offline Date & Status Editor** feature enables offline editing and batch updating of title "Status" and "Custom Date" information through the Client Center. This feature was developed based on input provided by many customers, and we thank all for the suggestions and feedback to improve the Client Center.

Any user with "Edit" access privileges to your library's Data Management section of the Client Center can use this new feature to perform the following tasks:

- Download Title lists for any of your subscribed databases through the Client Center
- Modify "Title Status" settings and "Custom Date" (To/From) fields using the spreadsheet application of your choice
- Reload edited Title lists back into the Client Center

### **Quick Overview: How does it work?**

Here is a step-by-step overview of how to use this new feature. More detailed instructions, including a visual walkthrough, can be found at: <http://tinyurl.com/3q8jng>.

1. Go to your Client Center home page
2. Select "Data Management Home" (this link is restricted to users with "Edit" access privileges)
3. Apply any filters to see exactly the list of titles to download from the database of your choice
4. Click the "Download" button
5. Save file as tab-delimited text (.txt) - up to 5,000 titles per file
6. Open your spreadsheet application
7. Open the .txt file you downloaded
8. Make changes to the appropriate columns
9. "Save" the file
10. Return to the Client Center
11. Select "Data Management Home"
12. Select the same database Title List as before
13. Click the "Upload" button and locate the saved .txt file
14. "Submit" the file for processing
15. Changes are made to the altered titles
16. E-mail confirmation will be sent within 24 hours

If you have any immediate service-related questions please don't hesitate to "Ask a Question" through the Support Center (<http://support.serialssolutions.com>).