

# How To Overlay Incomplete WorkFlows Records

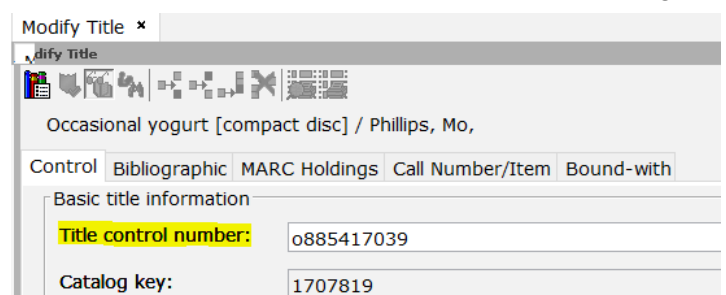
There are many bibliographic records in WorkFlows that are incomplete. They can be edited manually or a more complete record can be obtained from OCLC. The more complete record can be imported to overlay the poor record in Workflows.

## How to overlay an incomplete WorkFlows bibliographic record with a better record with the SAME OCLC number

1. Identify the WorkFlows record to be edited.
2. In Connexion Browser, search via the OCLC number and determine if the record has been edited and updated in OCLC.
3. If the record has been updated, click the Action dropdown and choose Save Record.
4. Edit the status to be Complete, insert your name in the My Status box and then click Yes.
5. Click the Action dropdown again and choose Export Record in MARC.
6. The title is now ready to be exported from OCLC and imported into Symphony WorkFlows.

## How to overlay an incomplete WorkFlows bibliographic record with a better record that has a DIFFERENT OCLC number

1. Identify the WorkFlows record to be edited.
2. **In Connexion Browser**, search for a good record that matches the Symphony WorkFlows record.
3. If you find a record that is better, click the Action dropdown and choose Save Record.
4. Edit the status to be Complete, insert your name in the My Status box and then click Yes.
5. Click the Action dropdown again and choose Export Record in MARC.
6. **Open Symphony Workflows.**
7. Using the Tech login, open the Modify a Title Wizard and search for the record to be overlaid.
8. Click Modify.
9. Open the Control Tab.
10. Edit the Title control number with the new OCLC number. This will insure that the record will be overlaid when the new record is imported into WorkFlows. Be sure to leave or add the lower case 'o' preceding the number.
11. Click Save to record your edits.
12. The title is now ready to be exported from **Connexion** and imported into Symphony WorkFlows.



Modify Title x

Modify Title

Occasional yogurt [compact disc] / Phillips, Mo,

Control Bibliographic MARC Holdings Call Number/Item Bound-with

Basic title information

Title control number: o885417039

Catalog key: 1707819