

## 5.7 Outlet Structure Changes

This option allows the user to add a new outlet, delete a closed outlet, merge two or more outlets, move an outlet to a different administrative entity, and move an outlet to its own (newly created) administrative entity. The structure changes are tracked automatically in a historical file as the user enters data, so there is little additional burden to the WinPLUS user.

### 5.7.1 Edit Checking During Outlet Structure Changes

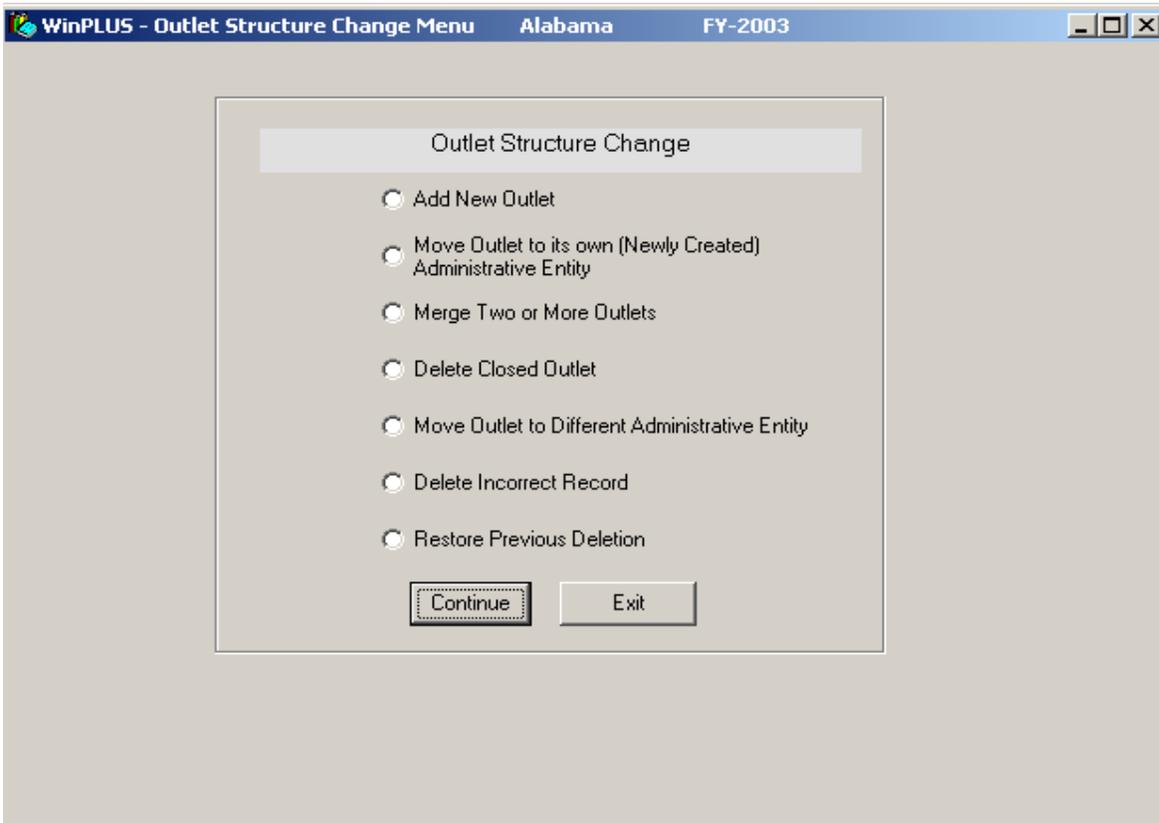
During 'Outlet Structure Changes', interactive edit checks are limited to invalid entries (e.g., invalid codes in fields such as Outlet Type Code and Metropolitan Status Code, and alphabetic entries in numeric fields).

Invalid entries are not permitted under any circumstances. WinPLUS software uses a -2 to indicate a data element that has been left blank. The user **must** make a valid entry (i.e., -1, 0, -3, a positive number, or alphanumeric data, as appropriate). Estimates can be used if exact data are not available. The following responses are acceptable to WinPLUS:

-1	"-1" means "We don't know the answer, don't collect this data, or can't get the data right now."
0	Zero means "we have none of this item" (e.g., the library does not maintain a video collection).
-3	"-3" means "Not Applicable" <u>and is used for these items only:</u> <ul style="list-style-type: none"> <li>• Phone (use only if library has no phone)</li> <li>• Square Footage of Outlet (use only for Bookmobiles and Books-by-Mail Only outlets)</li> </ul>
Any positive number for numeric data elements	Enter the appropriate numeric data for the data element.
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some items require the selection of codes for data (e.g., Outlet Type Code = CE, BR, BS, or BM). See appendix F.

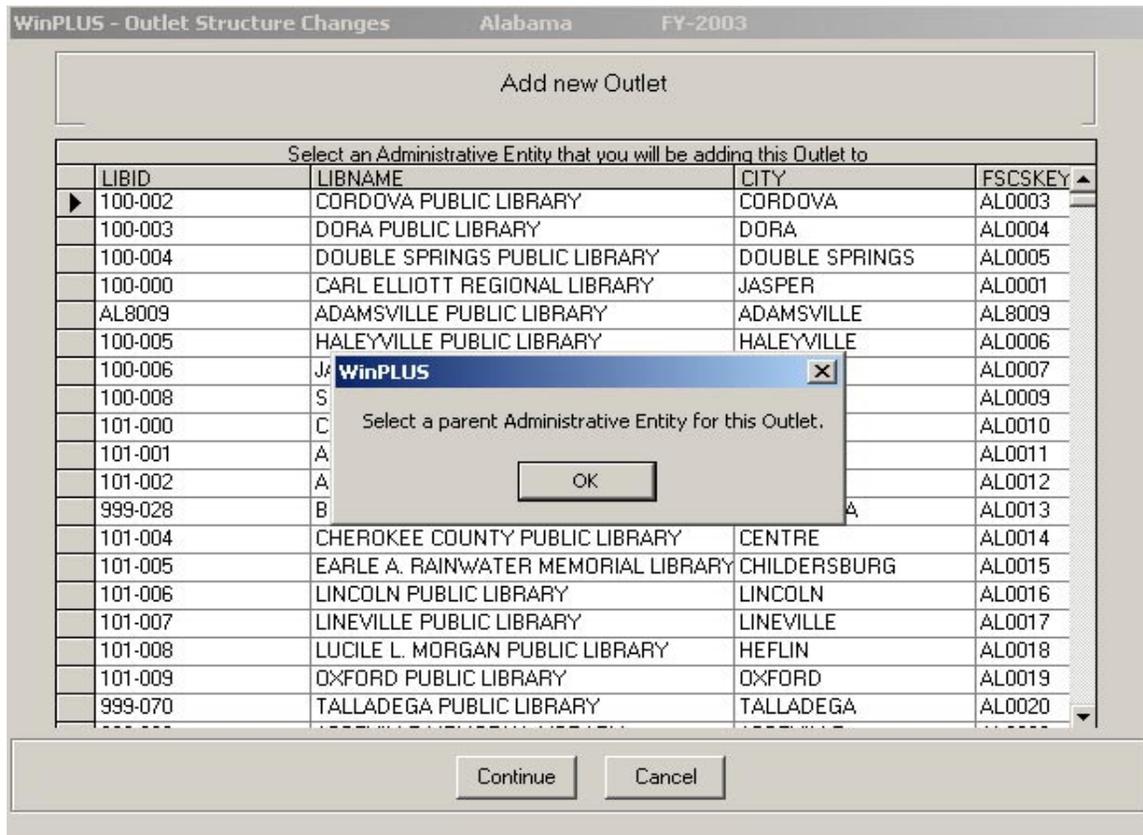
### Outlet Structure Change Menu

To access the 'Outlet Structure Change Menu', select 'Outlet Structure Changes' from the WinPLUS Main Menu. This menu gives the options for structure changes to outlet records.



### 5.7.2 Add New Outlet

To add a completely new outlet record, select 'Add new outlet' from the 'Outlet Structure Changes Menu'. A window prompts the user to 'Select a parent Administrative Entity for this Outlet'.

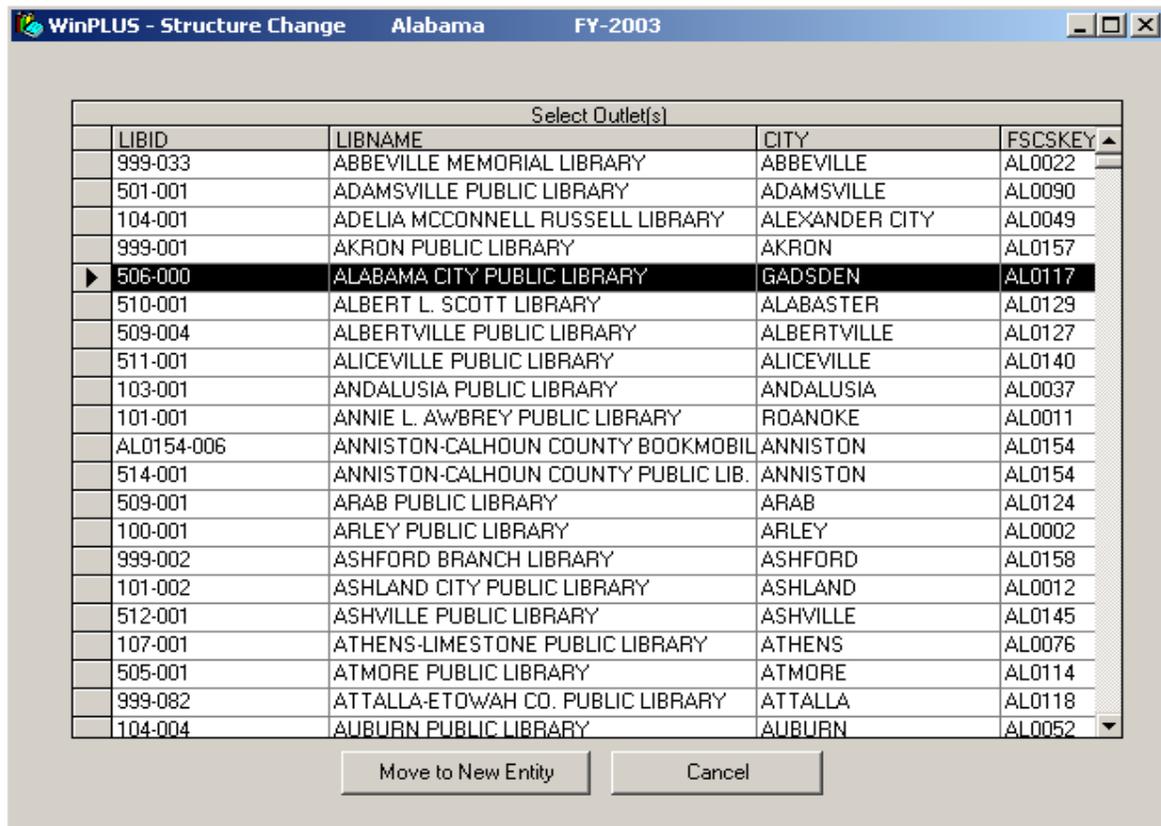


Select the administrative entity that will be the parent to the outlet by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Continue' to proceed. Next, the 'Add New Outlet' data entry screen window is displayed with the pop-up message 'Do you want to replicate the Parent Administrative Entity?'



### 5.7.3 Move Outlet to its Own (Newly Created) Administrative Entity

To move an outlet to its own (newly created) administrative entity, select 'Move Outlet to its Own (Newly Created) Administrative Entity' from the 'Outlet Structure Changes Menu' and 'Continue'. (Note: The new administrative entity is assigned a new FSCS ID#. The number assigned is the next highest FSCS ID# from the one previously assigned. The old outlet is automatically tracked in the historical database under its old FSCS ID# and the new administrative entity's FSCS ID#.)



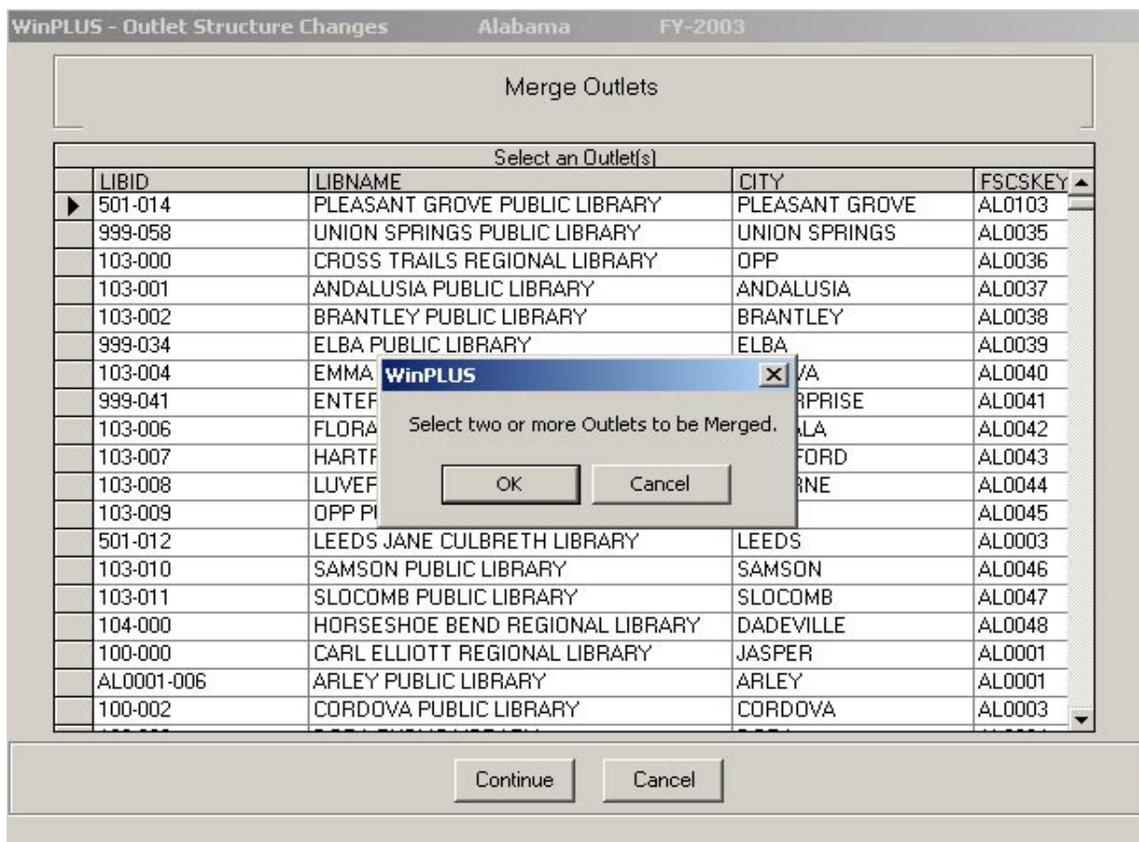
A window listing all outlets is displayed. Select the outlet that will be changed to an administrative entity by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Move to New Entity' to continue with the structure change. The following message will be displayed: 'Move This Outlet to a New Administrative Entity?' Select 'Yes' to continue.

If you select 'Yes', the 'Move Outlet to a Newly Created Administrative Entity' data entry screen is displayed. Please enter data for the newly created administrative entity. Select 'Save Now' or 'Exit' to save the new administrative entity record, or select 'Cancel Outlet Move' to cancel the structure change.

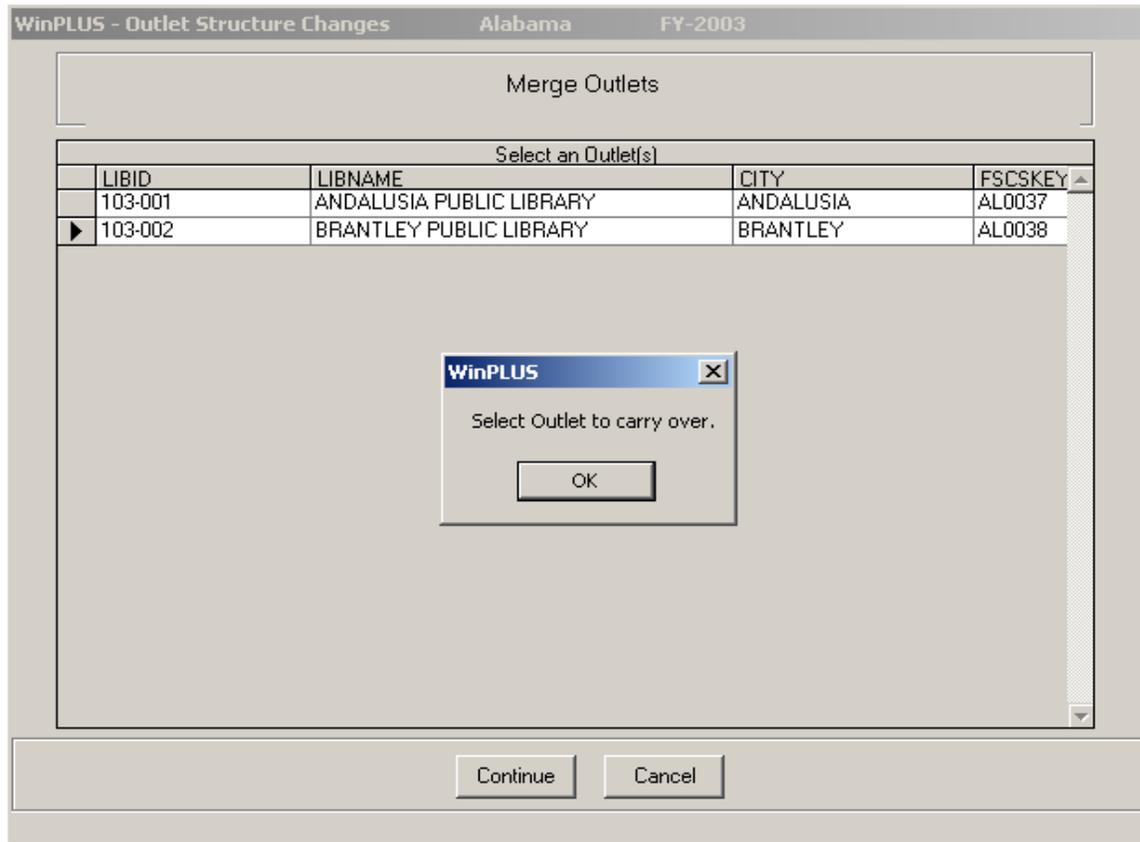
WinPLUS - Outlet Structure Changes		Alabama	FY-2003
Move Outlet to Newly Created Administrative Entity			
1A FSCS: AL8011			
Identification			
01 LIBID:	AL8011	02 Name:	ALABAMA CITY PUBLIC LIBRARY
Street Address		Mailing Address	
03 Address:	2700 WEST MEIGHAN	07 Address:	-2
04 City:	GADSDEN	08 City:	-2
05 ZIP:	35902	09 ZIP:	-2
06 ZIP+4:	1716	10 ZIP+4:	-1
11 County:	ETOWAH		
12 Phone:	256-549-4688	13 Web Address:	http:// -2
14 Interlib. Rel.:	-2	17 FSCS PL:	?
15 Legal Basis:	-2	18 Geo.:	-2
16 Admin.:	-2	19 Boundary Change:	?
Cancel Outlet Move		Save Now	Cancel Changes
			Exit

### 5.7.4 Merge Two or More Outlets

To merge two or more outlets, select 'Merge Two or More Outlets' from the 'Outlet Structure Changes Menu' and select 'Continue'. (Note: WinPLUS automatically assigns the new outlet a new FSCS ID#. The old outlets that merged are tracked in the historical database under their old and new FSCS ID#s.) Next, you will be prompted to 'Select two or more Outlets to be Merged' from a list of all outlets.



Select the outlet records to be merged by clicking on the gray box to the left of the names. *The entire row must be highlighted.* If you continue, a message will ask 'Do you want to carryover one of the outlets?'



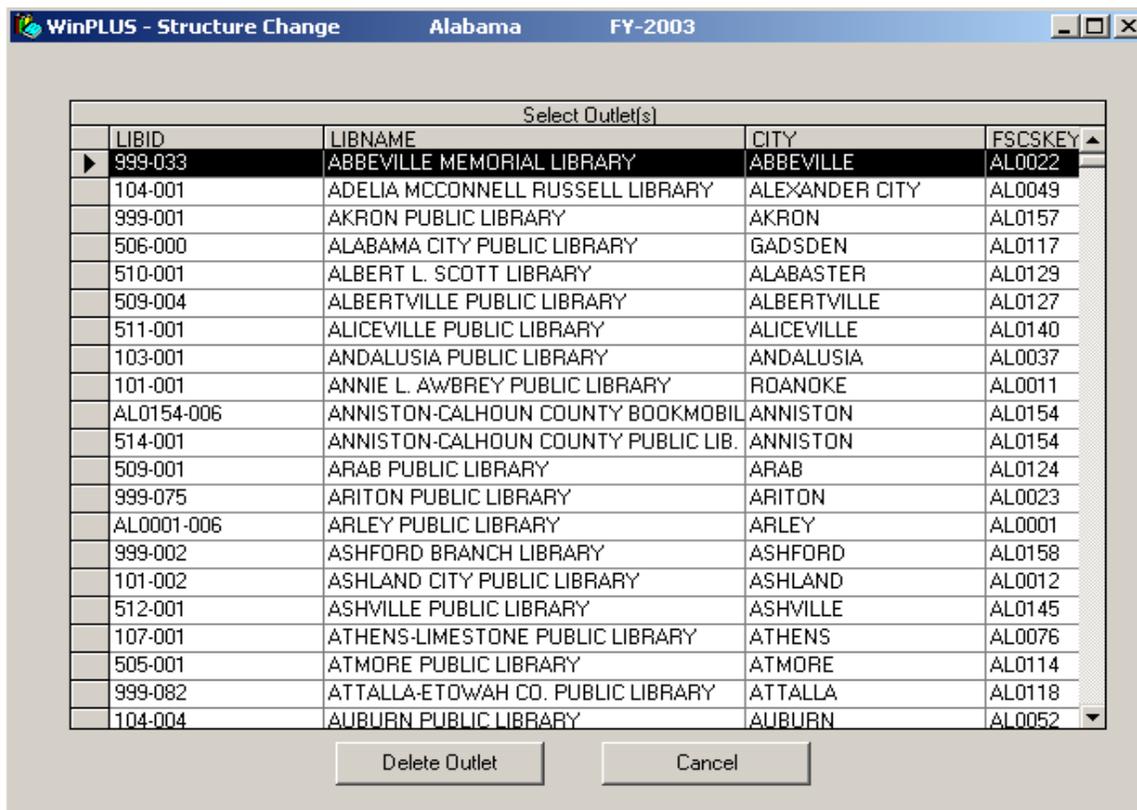
If you choose 'Yes', you will be prompted to 'Select Outlet to carry over'. (Note: Information from this outlet will be inserted in the newly merged outlet.)

After you select the outlet to carry over, a list of all administrative entities is displayed with the message 'Select a parent Administrative Entity for this Outlet.' Select the administrative entity for the new outlet by clicking on the gray box to the left of the names. *The entire row must be highlighted.*

The 'Merge Outlet' data entry screen will be displayed for the newly merged outlet. Please enter the data for the newly merged outlet as explained under section 5.7.2—Add New Outlet, and then select 'Save Now' or 'Exit' to save the new outlet record, or select 'Cancel Merge' to cancel the structure change and return to the 'Outlet Structure Changes Menu'.

### 5.7.5 Delete Closed Outlet (Library did not merge or change)

To delete a closed outlet, select 'Delete Closed Outlet' from the 'Outlet Structure Changes Menu' and select 'Continue'. (Note: The closed outlet record is deleted, tracked in the historical database under its original FSCS ID#, and can later be restored. See section 5.7.8—Restore Previous Deletion.)



Next a list of all outlets is displayed. Select the outlet that will be deleted by clicking on the gray box to the left of the name. *The entire row must be highlighted.* Select 'Delete Outlet' to proceed. A window showing the outlet record is displayed with the message 'Do you want to delete this Outlet?'

WinPLUS 2.5 - Outlet Structure Changes    Alabama    FY-2003

Close Outlet

Outlets

01 LIB ID: 999-033      1A FSCS ID: AL0022    002

02 Name: ABBEVILLE MEMORIAL LIBRARY

03 Address: 301 KIRKLAND STREET

04 City: ABBEVILLE

05 ZIP: 36310    06 ZIP+4: 24

09 Outlet Type Code: CE      11 Square Footage: -1

10 Metropolitan Status code: NO      12 Number of Bookmobiles: 0

Do you want to delete this Outlet?

Yes    No

HENRY

334-585-2818

Select 'Yes' to delete the closed outlet. Select 'No' to return to the 'Outlet Structure Changes Menu'.

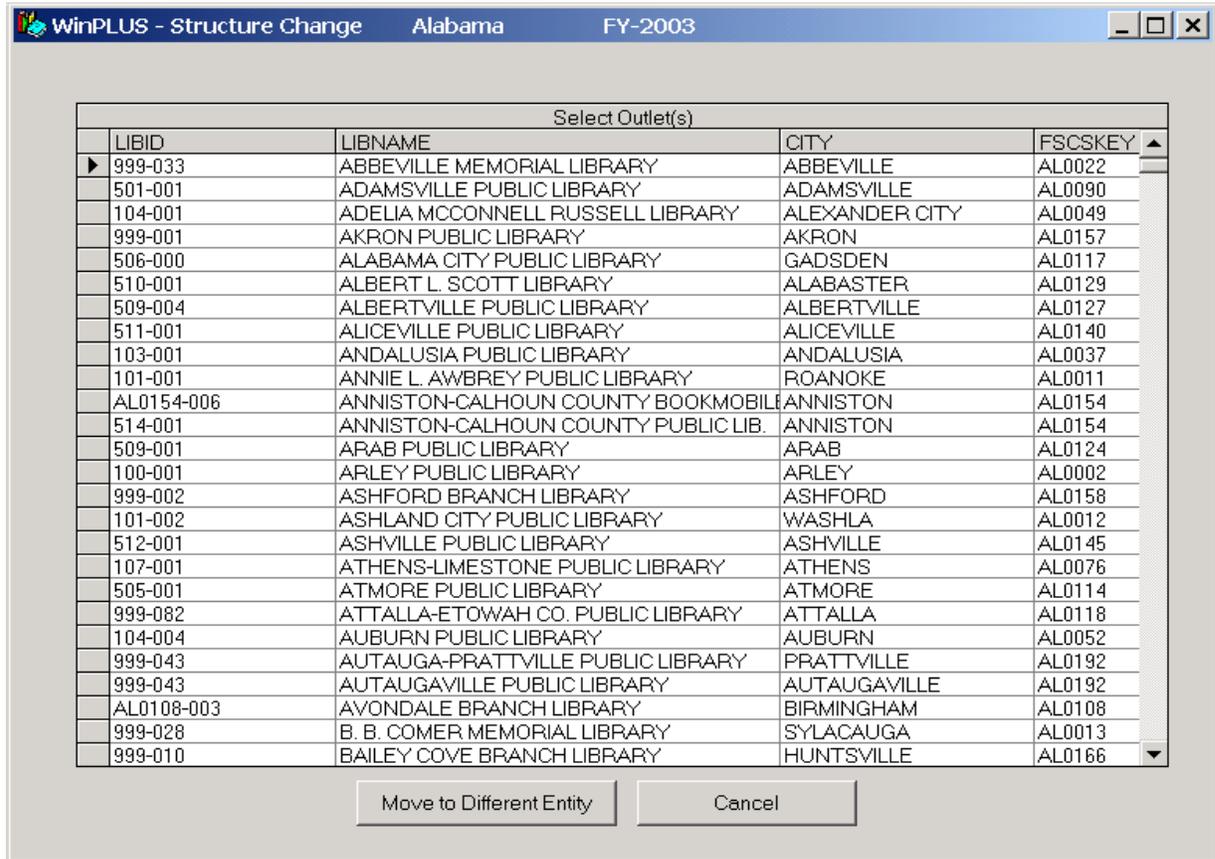
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Note: If an outlet closes temporarily, the user should:

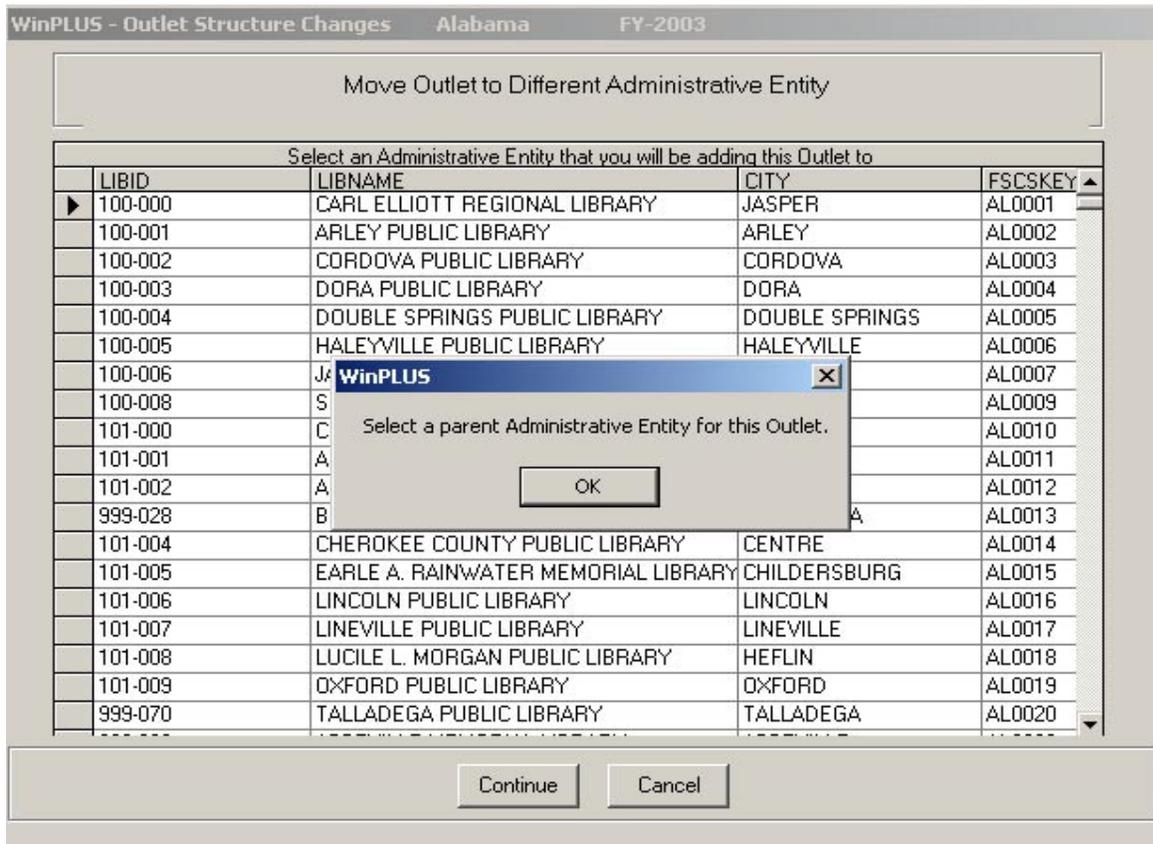
1. Delete the closed outlet using the 'Delete Closed Outlet' option from the 'Outlet Structure Change Menu'.
  2. When the outlet reopens, restore it using the 'Restore Previous Deletion' option from the 'Outlet Structure Change Menu'.
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### 5.7.6 Outlet Moves to Different Administrative Entity

To move an outlet to a different administrative entity, select 'Move Outlet to Different Administrative Entity' from the 'Outlet Structure Changes Menu'. (Note: The outlet move is tracked in the historical database under its old FSCS ID# and under the new administrative entity's FSCS ID#.)



Next, a window listing all outlets is displayed. Select the outlet that will be moved to a new administrative entity by clicking on the gray box to the left of the names. *The entire row must be highlighted.* To proceed, select 'Move to Different Entity'. Next, the user is prompted to 'Select a parent Administrative Entity for this Outlet.' A window listing all the administrative entities is displayed.

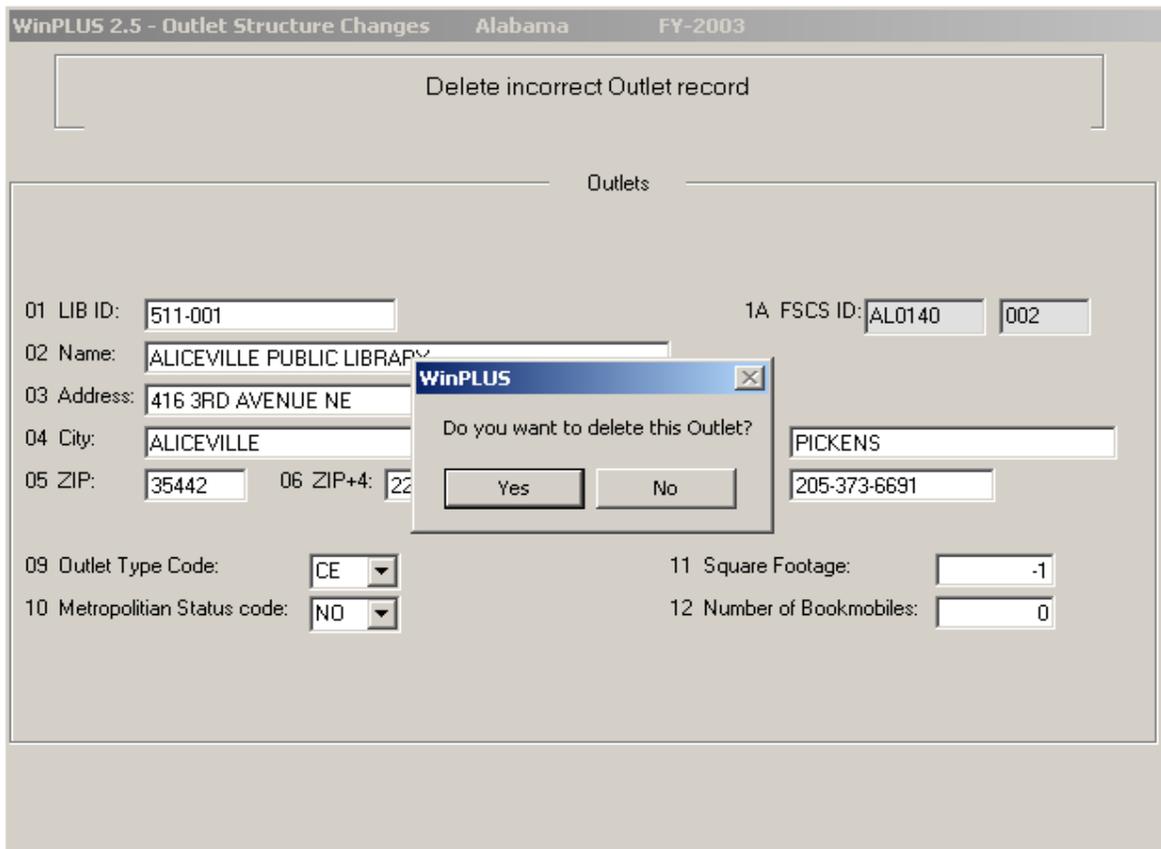


Select the administrative entity to which the outlet is moving by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Continue' to finalize the structure change.

**5.7.7 Delete Incorrect Record**

To delete an incorrect outlet record, select 'Delete Incorrect Record' from the 'Outlet Structure Changes Menu'. (Note: The deleted outlet is tracked in the historical database under its original FSCS ID# and can later be restored. See section 5.7.8—Restore Previous Deletion.)

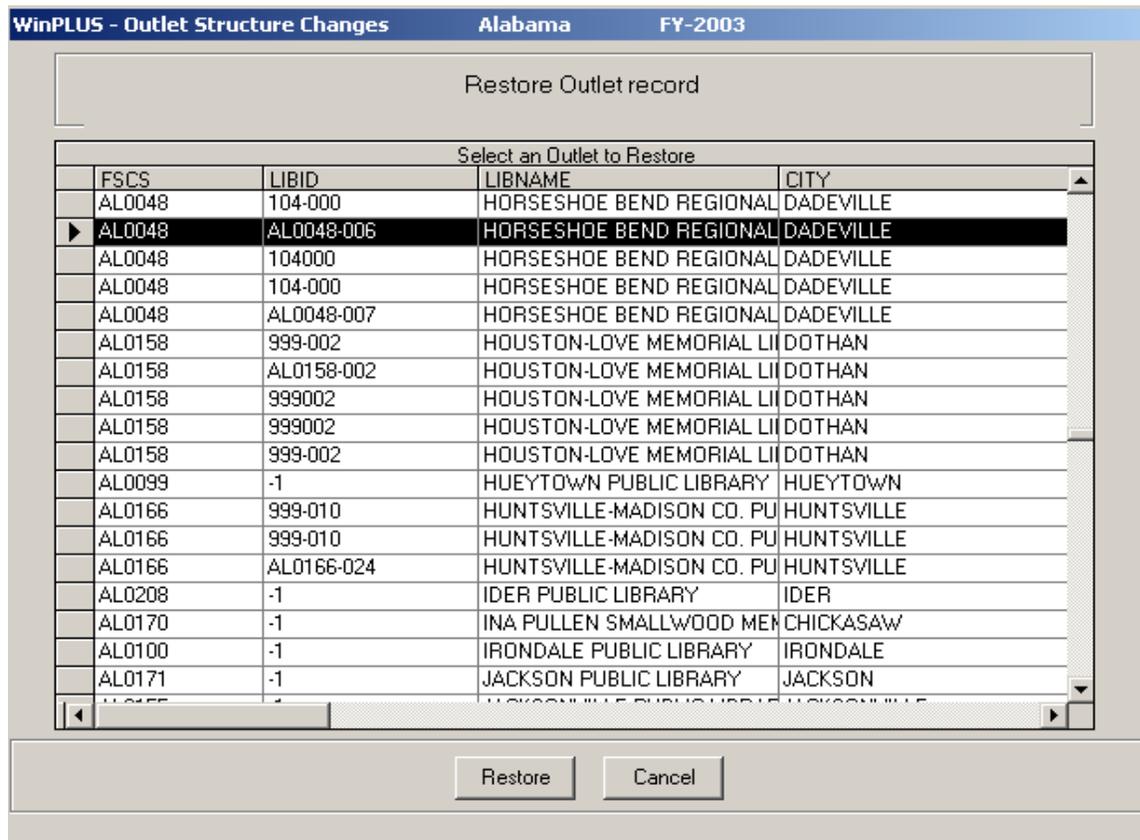
Next, a list of all outlets is displayed. Select the outlet that will be deleted by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Delete Outlet' to proceed with the structure change. Next, a 'Delete incorrect Outlet record' data entry screen is displayed with the message 'Do you want to delete this Outlet?'



Select 'Yes' to confirm the deletion, or select 'No' to cancel the structure change and return to the 'Outlet Structure Changes Menu'.

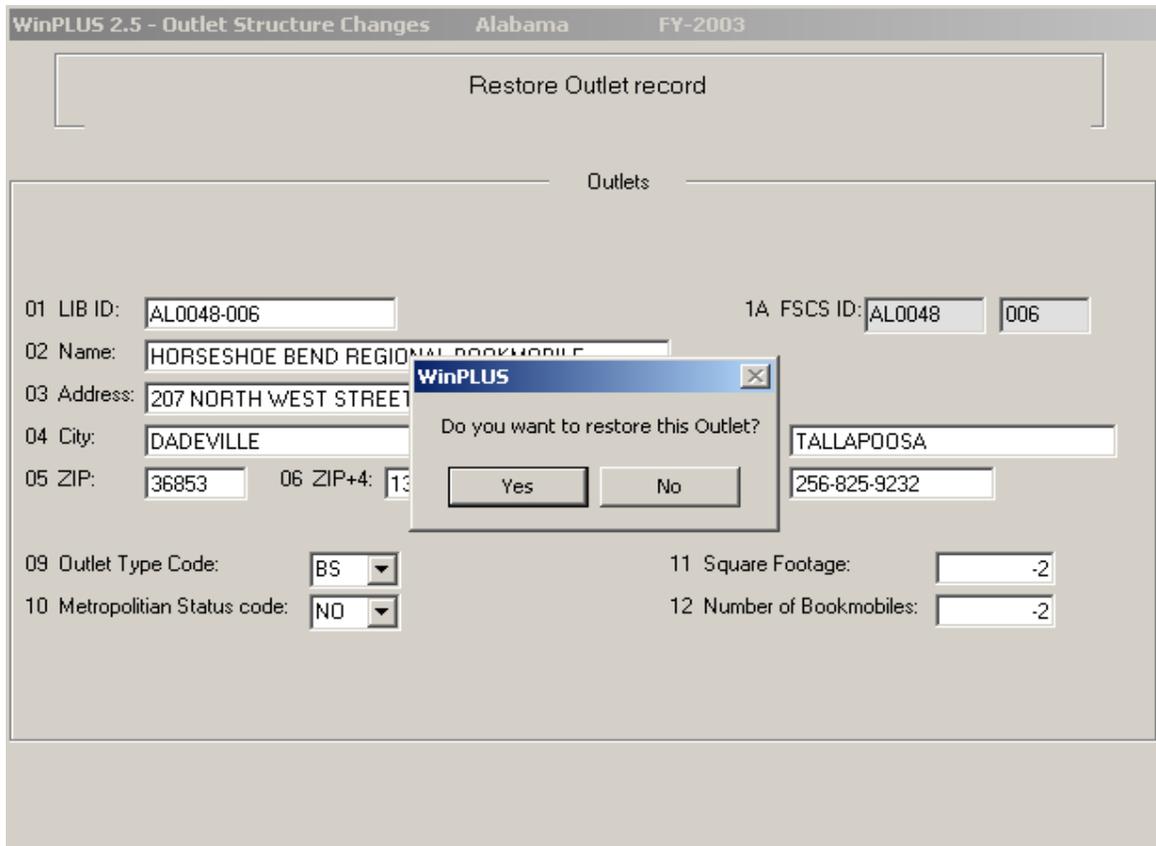
### 5.7.8 Restore Previous Deletion

To restore a previously deleted outlet, select 'Restore Previous Deletion' from the 'Outlet Structure Changes Menu'. (Note: The deleted record is restored from the historical database and becomes a current record in the outlet database. The outlet's old FSCS ID# is retained.) A list of outlets that may be restored is displayed.



Select the outlet that will be restored by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Restore' to proceed with the structure change.

Next, a window showing the outlet is displayed. The user will be asked 'Do you want to restore this Outlet?'



Select 'Yes' to continue with the restore. Select 'No' to cancel the restore and return to the 'Outlet Structure Changes Menu'. When the user selects 'Yes', the outlet record is restored from the historical database and again becomes a part of the outlet database under its original FSCS ID#. The 'Outlet Structure Change' Menu is then displayed.

