
Basic workflow for Global Headings Change?

- **Product:** Voyager
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Question

What is the basic workflow for Global Headings Change?

Answer

An authority record, the 100-185 fields, contains an established name, title, name/ title subdivision, or subject. Voyager's Global Headings Change process is a combination of client interface and batch jobs on the server that process the changes you make to an authority heading.

1. A change is made to an authority record's 1xx tag (in Cataloging, via Bulkimport, or via GDC)
2. The auth record that is changed goes to the Global Headings Change Queue (Cataloging > File > Global Headings Change)
3. Run Pcatjob 11 on the server. This will prepare the headings (i.e. the new heading as it would appear in all BIB records with that related heading after running GHC will appear in the Queue and will show how many bibs are associated with this heading)
4. Run Pcatjob 12: This enables you to click on the Preview button to look at the BIB records it *potentially* will affect
5. At this point you must review the records to verify what changes should be made to the database and check the Process box for the headings where you wish to execute the change as previewed.
6. Run Pcatjob 13: It will ask for a Location Code (optional; cataloging happening location) and operator (e.g. demo). The location and operator will be logged in the History portion of the bib record. Pcatjob 13 makes the change to the headings selected in Step 5.

Usually headings will then be removed from the Queue and if you search for the associated bibs, you will see the heading change reflected.

Any headings remaining in the queue after catjob 13 will be cleared the next time catjob 11 is run.

In some circumstances (for example if records are deleted which are referred to in the Change Queue, the headings will not be removed and manual processing is required on the server. For this reason it is critical to run the catjobs regularly and process the Queue diligently, and not let the Queue languish.

Note

Catjob 12 does not queue records that have been modified since the date the heading was added to the GHC queue. This protects manual changes from being overwritten by Global Headings Change.

Additional Information

See also:

The Global Headings Change workflow section in Chapter 9 of the [Cataloging User's Guide](#).

[How do headings get on the Global Heading Change Queue \(GHCQ\)?](#)

[What does Global Headings Change \(Catjobs 11,12 and 13\) do?](#)

[Tips for working with the Voyager Global Headings Change Queue](#)

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