

Challenge # 1

“Our city reorganized and changed the names of several departments. These name changes impacted several thousand container entries in our records database. Without Global Editor we would have faced a major data editing and updating task .”

Records Manager, North Texas City

Challenge # 2

“When the new Texas Local Government Retention Schedules from the Texas State Library and Archives were approved last year, they affected the retention periods and disposal dates for over four thousand entries in our records container database, and for thousands of our indexed electronic documents. All of these dates were easily re-calculated with the Global Editor!”

Records Officer, Texas School District

Global Editor from Intersect Systems meets these challenges — and more!

Included in the RCAMS *Records Control and Management System* Software Suite, the RCAMS *Global Editor* is a powerful, versatile tool that helps records managers keep a records database up to date. Available for Intersect's RCAMS standard database format, or for RCAMS SQL for Microsoft SQL Server databases, Global Editor reduces major global, or database-wide, editing jobs that could otherwise take many hours to only a few seconds. Changing a department name in a database? In four steps: point-and-click to select the records to be edited; point-and-click to select the new department name; select the Group Edit function; and point-and-click to make the changes to every selected record in the database. Elapsed time — less than 60 seconds! Changing a retention period and disposal date? Again, in four steps: point-and-click to select the record series to be changed; select the Mask Edit function; point-and-click to select the new retention period; and point-and-click to re-calculate the new dates for every selected record. Elapsed time — less than 60 seconds!

● ***Global Group Edits***

In the Group Edit mode, select a field and change the text or numeric data in the field for hundreds or thousands of records in one database-wide operation. Create a simple, user-defined query to select the records to be changed. Click the cursor in the field to be changed. Enter the new value, and click to proceed with the update to all of the selected records.

● ***Step-Through Mask Edits***

The Mask Edit function changes multiple fields in one operation. Create a simple, user-defined query to select the records to be changed; open the Edit Mask to enter new values in the appropriate fields; then either apply the Mask Edit to all selected records, or (in the step-through mode), selectively apply the mask to the desired records as you view each record individually.

● ***Enforced Backups***

Changing hundreds or thousands of records in one operation can be a little intimidating. Global Editor enforces two levels of backups for safety. After reviewing any global edit, the edit can be canceled and the previous status restored with a simple click of the appropriate Restore Backup button.

● ***Many Other Features...***

Intersect's *Global Editor* provides the user full access to all of the drop-down and data selection lists that are maintained in RCAMS. In addition, the Retention Schedule Manager is fully integrated into the Global Editor just as in RCAMS, allowing import of current and updated schedules, and providing full access to the organization's Records Control Schedule and to the schedule's retention parameters and encoded retention calculation data.

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e-mail us at intersect@newintel.com • visit our web site at www.intersectsystes.com



Intersect Systems Inc.

Software Systems for Records Management

P O Box 540907
Grand Prairie, Texas 75054
Tel. (972) 641-7747; (888) 745-4151
Internet: www.intersectsystes.com
e-mail: intersect@newintel.com

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