

Use Pathfinder Constant Data

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Revision History

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May 2003	6. Find CD records	Updated to document new Retain Search option and Clear Search button.
October 2003	6. Find CD records	Added information about using the Search History function to view, revise, and reuse previous searches.
July 2004	All sections	Changed terminology to refer to constant data file (not CD database).
November 2004	1. PF CD overview	Revised to state that users can delete their default constant data record at any time.

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Table of Contents

1 Pathfinder constant data overview

Constant data for pathfinders, 4

Pathfinder constant data records and default pathfinder constant data, 4

Actions available for pathfinder constant data records, 6

2 Select pathfinder constant data to apply

Why use Select Constant Data?, 7

Select pathfinder constant data to apply, 7

3 Create pathfinder constant data records

Why create pathfinder constant data records?, 8

About pathfinder constant data records, 8

Create a pathfinder constant data record from a blank template, 8

Create a pathfinder constant data record from a pathfinder, 9

Create a pathfinder constant data record from an existing CD record, 10

4 Edit pathfinder constant data

Edit default pathfinder constant data, 11

Edit a pathfinder constant data record, 11

Constant data record locked for editing, 12

Exit warning for constant data records, 12

Resume editing pathfinder constant data, 12

5 Use default pathfinder constant data

About default pathfinder constant data, 13

Merge constant data in new pathfinder, 13

Apply default pathfinder constant data while editing, 14

Apply default constant data to multiple pathfinders, 15

Set a pathfinder constant data record as default constant data, 15

6 Find pathfinder constant data records

Why search for pathfinder constant data records?, 16

Find specific pathfinder constant data records, 16

List all pathfinder constant data records, 17

Search history: view and use previous searches, 17

7 Use pathfinder constant data search results

Results display, 18

Query display, 18

Check name of default constant data record, 19

Sort pathfinder constant data results (200 or fewer records), 19

Move through list (View List and View Record jump bar), 19

Move between records (View Record jump bar), 19

Edit pathfinder constant data record, 20

Use constant data record as default pathfinder constant data, 20

Delete pathfinder constant data record, 20

Print screens of pathfinder constant data results list, 21

1 Pathfinder constant data overview

Constant data for pathfinders

- **Pathfinder Constant data record.** A set of pathfinder elements that contains data your library uses for creating or modifying pathfinders. Constant data records are stored in a pathfinder constant data file shared by users at your library. Your pathfinder constant data records are not available to Connexion users at other institutions.
- **Default pathfinder constant data.** One default pathfinder constant data record is associated with each Connexion authorization during each session.
 - You can set any constant data record saved in the pathfinder constant data file as your default pathfinder constant data.
 - At any time, you can edit your default pathfinder constant data or select another pathfinder constant data record to set as your default CD.
 - When you take the **Apply Default Pathfinder Constant Data** action, your default constant data is applied to the pathfinder you are editing.

Pathfinder constant data records and default pathfinder constant data

Pathfinder constant data record	Default pathfinder constant data
Resides in the pathfinder constant data file for your library.	Pathfinder constant data record associated with your authorization and with your current session. Resides in the pathfinder constant data file for your library.
Stored in the pathfinder constant data file until a user from your library deletes it.	Remains the default pathfinder constant data for your authorization until you select another record as your default CD. Stored in the pathfinder constant data file until a user from your library deletes it.
Apply to a pathfinder In the pathfinder you are editing, on the Edit list click Select Constant Data . In the Select CD window, click the name of any pathfinder CD record to apply it to the pathfinder you are editing.	Apply to a pathfinder In the pathfinder you are editing, on the Edit list click Apply Default Pathfinder Constant Data . Or Apply to multiple pathfinders Retrieve a group of pathfinders from the pathfinder save file. On the search results screen, flag the pathfinders. On the Action/Sort list, click Apply Default CD to Flagged Records .

Pathfinder constant data record	Default pathfinder constant data
<p>To edit a record Retrieve the record from the pathfinder constant data file, edit the record, and then replace the edited version in the file.</p> <p>To create a new constant data record Select the constant data format and then click Create at the Create Pathfinder Constant Data screen. Enter the content you want, and then save the new record to the pathfinder constant data file.</p>	<p>To edit default pathfinder constant data On the Pathfinders tab, under Show, click Default CD. Edit the default pathfinder constant data. When finished revising, resave the record to save (replace) it in the pathfinder CD file.</p> <p>Or Retrieve the default CD record from the pathfinder constant data file, edit the record, and then save (replace) the edited version in the file.</p> <p>To make another record your default CD record Retrieve a record from the pathfinder constant data file and take the Set as Default Pathfinder Constant Data action.</p>
<p>Shared with all users from your library.</p>	<p>Shared with all users from your library.</p>
<p>Editing changes the stored record when you replace the previous version with the revised version. You cannot add an edited pathfinder constant data record to the file with a new name to avoid replacing the original constant data record.</p>	<p>Changes to your default CD affect the pathfinder constant data record stored in your library's pathfinder constant data file.</p>
<p>Can be deleted. Retrieve a pathfinder constant data record and take the Delete Constant Data Record action.</p>	<p>Can be deleted by you or another user at your library. If you take the Apply Default CD action after your default CD record has been deleted, or before you have designated a CD record as your default CD, the system displays an error message.</p>

Use Pathfinder Constant Data

Actions available for pathfinder constant data records

Context	Action	Meaning/Purpose
Displaying a pathfinder constant data record (not in edit mode)	Edit Constant Data Record	Go to edit mode to modify the constant data record.
	Delete Constant Data Record	Remove the displayed constant data record from your library's pathfinder constant data file.
	Set as Default Pathfinder Constant Data	Designate the displayed constant data record as your default pathfinder constant data.
Editing a pathfinder constant data record (in edit mode)	Display Constant Data Record	Open a new browser window to display the pathfinder constant data record you are editing. Close the display window to return to editing.
	Cancel Changes	Discard changes made to the pathfinder constant data record since you began editing.
	Delete Constant Data Record	Remove the constant data record from your library's pathfinder constant data file.
	Derive New Constant Data Record	Create a new constant data record based on the CD record you are editing.
	Save Constant Data Record	New constant data record. Add the constant data record you are editing to your library's pathfinder constant data file.
	Save Constant Data Record (Replace in PF CD file)	Existing constant data record. Use the edited version of the constant data record to replace the previous version in your library's pathfinder constant data file.
	Set as Default Pathfinder Constant Data	Designate the pathfinder constant data record you are editing as your default pathfinder constant data.

2 Select pathfinder constant data to apply

Why use Select Constant Data?

- Conveniently retrieve and apply any pathfinder constant data record.
- Apply any pathfinder constant data record without first making it your default pathfinder constant data.

Select pathfinder constant data to apply

	Action
1	<ul style="list-style-type: none"> • Retrieve a pathfinder or create a new pathfinder and begin editing. Edit mode only. You must be in edit mode to apply constant data.
2	<ul style="list-style-type: none"> • On the Edit list, click Select Constant Data . <p>The Select Constant Data window appears, listing your pathfinder constant data records. The list is sorted alphabetically by constant data name.</p>
3	<ul style="list-style-type: none"> • In the list of constant data records, click the hyperlinked name of the constant data record you want to apply. <p>Results The system adds the selected constant data.</p> <ul style="list-style-type: none"> • Replaced elements. If your constant data contains a Pathfinder Header or a Feedback element (Send comments to), these elements replace existing elements in the pathfinder. • Inserted elements. Headers, links, and other content from constant data are inserted; existing headers, inks, embedded searches, etc. are retained. • Headers inserted from constant data appear before existing headers at the appropriate header level. • Links from constant data that are not preceded by a header in the constant data are inserted under the first existing header, after any existing links in the first section.
4	Make any other changes you wish to complete the pathfinder.
5	<p>Save the pathfinder for further processing and/or review.</p> <ul style="list-style-type: none"> • On the Action list, click Save Pathfinder to add the record to the pathfinder save file. Assign a status appropriate for the pathfinder's position in your workflow. <p>Or</p> <p>Add or replace the pathfinder in the file.</p> <ul style="list-style-type: none"> • New pathfinder. On the Action list, click Add Pathfinder. • Existing pathfinder. On the Action list, click Replace Pathfinder.

3 Create pathfinder constant data records

Why create pathfinder constant data records?

- Improve productivity in pathfinder creation and maintenance.
- Develop and test images and styles once, and then reuse them, reducing errors and ensuring consistency among your library’s pathfinders.
- Build a file of standard content and formats for specific types of pathfinders.

About pathfinder constant data records

- Users at the same institution (same OCLC symbol) share a pathfinder constant data file that contains constant data records for use within Connexion.
- Any user at an institution can add pathfinder constant data records to this file, edit existing constant data records, use a stored record as default pathfinder constant data, or delete pathfinder constant data records.
- Your library’s pathfinder constant data records are not shared with Connexion users at any other institution.

Create a pathfinder constant data record from a blank template

	Action
1	On the Pathfinders tab, under Create Options, click Constant Data . The Create Pathfinder Constant Data screen appears.
2	At the top of the screen, select the format to use for constant data. 1. Open the list labeled using the ___ format . 2. Click the format in which you normally edit pathfinders (Linear or Outline).
3	Click Create . The system displays a blank pathfinder in the format you specified.
4	Enter content you want to reuse in multiple pathfinders. <ul style="list-style-type: none"> • Insert empty elements via constant data. In the constant data record, add headers, links, etc. and enter a few characters in the Title area of each element. (Pathfinder constant data does not retain elements that contain no data.) • Insert standard content. For example, include your library’s name (or the name of a special collection or department) and an image (a logo or photograph) in the Pathfinder Header and/or in other headers. Enter the appropriate name and e-mail address in the Feedback (Send Comments to) element. • Specify standard formatting. If you have developed a cascading style sheet for your library’s web site, specify its location in the Style Sheet URL option (Pathfinder Header, Format Options). • Set up structure and navigation. Include headers as placeholders for types of content you frequently include (New Resources, where to find related offline resources, instructions for users). If you have a set of frequently used headers, you can set up a table of contents using anchors.

	Action
5	<p>Save the pathfinder constant data record.</p> <ul style="list-style-type: none"> On the Action list, click Save Constant Data Record.
6	<ol style="list-style-type: none"> At the top of the screen, in the text box, enter a name for the pathfinder constant data record. Use a name that indicates the content or purpose of the pathfinder constant data. Set as default CD. If desired, select the check box labeled Make this your default constant data?. Then click Yes to add the new CD record to your institution's pathfinder constant data file. <p>Results</p> <ul style="list-style-type: none"> When you click Yes, the system saves the new constant data record and displays a confirmation message Then the system redisplay the constant data record as saved: empty elements are removed. The constant data name you supplied appears above the pathfinder header in the new constant data record.

Create a pathfinder constant data record from a pathfinder

This action creates a pathfinder constant data record with the content of any pathfinder.

	Action
1	<p>Locate the pathfinder on which to base a pathfinder constant data record.</p> <ol style="list-style-type: none"> Search the pathfinder database or the pathfinder save file to retrieve a results list that contains the pathfinder you want. Click the Edit button to view the pathfinder in edit mode. Or Click the entry number to display the pathfinder.
2	<ol style="list-style-type: none"> On the Edit list click Derive New Constant Data Record. Click OK to confirm that you want to create a new CD record. <p>Results</p> <p>The system displays the content of the new pathfinder constant data record.</p>
3	<p>Save the new pathfinder CD record.</p> <ul style="list-style-type: none"> On the Action list click Save Constant Data Record.
4	<ol style="list-style-type: none"> At the top of the screen, in the text box, enter a name for the pathfinder constant data record. Use a name that indicates the content or purpose of the pathfinder constant data. Set as default CD. If desired, select the check box labeled Make this your default constant data?. Then click Yes to add the new CD record to your institution's pathfinder constant data file. <p>Results</p> <ul style="list-style-type: none"> The system displays a confirmation message. The constant data name you supplied appears above the pathfinder header in the new constant data record.

Use Pathfinder Constant Data

Create a pathfinder constant data record from an existing CD record

This action creates a pathfinder constant data record with the content of another pathfinder CD record.

	Action
1	Retrieve and view the pathfinder constant data record on which to base a new constant data record.
2	<ol style="list-style-type: none">1. On the Edit list click Derive New Constant Data Record.2. Click OK to confirm that you want to create a new CD record. Results <p>The system displays the content of the new pathfinder constant data record.</p>
3	Save the new pathfinder CD record. <ul style="list-style-type: none">• On the Action list click Save Constant Data Record.
4	<ol style="list-style-type: none">1. At the top of the screen, in the text box, enter a name for the pathfinder constant data record. Use a name that indicates the content or purpose of the pathfinder constant data.2. Set as default CD. If desired, select the check box labeled Make this your default constant data?3. Then click Yes to add the new CD record to your institution's pathfinder constant data file. Results <ul style="list-style-type: none">• The system displays a confirmation message.• The constant data name you supplied appears above the pathfinder header in the new constant data record.

4 Edit pathfinder constant data

Edit default pathfinder constant data

	Action
1	On the Pathfinders tab, under Show Options, click Default CD .
2	On the Edit list click Edit Constant Data Record .
3	Make the necessary changes to your default pathfinder constant data.
4	On the Action list click Save Constant Data Record .
5	<ol style="list-style-type: none"> 1. Set as default CD. If desired, confirm that you want this record to be your default constant data by selecting the check box labeled Make this your default constant data? 2. Then click Yes to replace the edited CD record to your institution's pathfinder constant data.

Edit a pathfinder constant data record

	Action
1	<ul style="list-style-type: none"> • On the Pathfinders tab, under Search Options, click Constant Data. The Search Pathfinder Constant Data screen appears.
2	<ul style="list-style-type: none"> • In the text box, type the name of the stored pathfinder constant data record you want to retrieve. • Type one or more word(s) of the constant data name. Or • To retrieve a list of all records in your library's pathfinder constant data, in the search form, leave the text box empty.
3	Click Search . The system displays the pathfinder constant data record(s) that match the query.
4	Single pathfinder constant data record <ul style="list-style-type: none"> • On the Edit list, click Edit Constant Data Record. Pathfinder Constant data results list <ul style="list-style-type: none"> • Click the Edit button next to the name of the constant data record you want to edit.
5	Modify the pathfinder constant data record as appropriate.
6	Replace the edited record in the pathfinder constant data. <ul style="list-style-type: none"> • On the Action list, click Save Constant Data Record. The system asks you to confirm that you want to replace the previous version of the record with the revised version. 1. Set as default CD. If desired, select the check box labeled Make this your default constant data? 2. Click Yes to replace the existing record with the edited record. Or click No to cancel the action and resume editing. The edited version replaces the previous version of the record. <ul style="list-style-type: none"> • The system does not let you preserve the previous version of the record. • You cannot supply a new name for an edited pathfinder constant data record and then add it to the file as a new record.

Use Pathfinder Constant Data

Constant data record locked for editing

- When you begin editing a pathfinder constant data record retrieved from your library's constant data file, the record is locked. Other users at your library cannot edit the same record until you release the lock.
- The system unlocks the record when you replace the edited record in the pathfinder constant data file or when you take the **Cancel Changes** action.

Logoff warning for constant data records

- When you click **Logoff** to end a session, the system checks for records currently in edit mode, including pathfinder constant data records.
- If you have started editing a pathfinder constant data record or created a new pathfinder constant data record but have not added it to the CD file, the system displays a message reminding you to complete editing and replace or add the record(s) before exiting.
- To return to the record(s), on the message screen click **Show Active Records**. Or, on the Pathfinders tab, under Show, click **Active Records**. At the Active Records screen under Records in Pathfinder Constant Data, click a constant data name or a new constant data record listed as **New**.
- To exit and discard unsaved changes to the record(s), on the message screen click **Exit immediately**.

Resume editing pathfinder constant data

You can interrupt work on a pathfinder constant data record to complete other tasks and then resume editing the record.

Action
<ol style="list-style-type: none">1. On the Pathfinders tab, under Show Options, click Active Records.2. On the Active Records screen, under Records in Pathfinder Constant Data, click the hyperlinked constant data name of the pathfinder constant data record you want to work with.3. Or click New (if editing a newly created pathfinder constant data record).

5 Use default pathfinder constant data

About default pathfinder constant data

- One default pathfinder constant data record is associated with each Connexion authorization during each session.
- You can set any constant data record saved in the pathfinder constant data file as your default pathfinder constant data.
- At any time, you can edit your default pathfinder constant data or select another pathfinder constant data record to set as your default CD.
- When you take the **Apply Default Pathfinder Constant Data** action, your default constant data is applied to the pathfinder you are editing.
- When you apply default pathfinder constant data, elements in your default constant data are inserted in the pathfinder:
 - **Replaced elements.** If your default pathfinder constant data contains a Pathfinder Header or a Feedback element (Send comments to), these elements replace corresponding elements in the pathfinder you are editing.
 - **Inserted elements.** Headers, links, and other content from constant data are inserted. Existing headers, inks, embedded searches, etc. are retained.
 - **Headers** inserted from constant data appear before existing headers at the appropriate header level.
 - **Links** from constant data that are not preceded by a header in the constant data are inserted under the first existing header, after any existing links in the first section.

Merge constant data in new pathfinder

When you create a pathfinder from a URL or using a blank template, you can automatically add default constant data to the new pathfinder.

	Action
1	On the Pathfinders tab, under Create Options, click Pathfinder . The Create Pathfinder screen appears.
2	(Optional) Specify the editing view. In the first line of text on the screen, open the list of templates. Then click Outline or Linear .
3	Select pathfinder creation method. <ul style="list-style-type: none"> • Blank template. Click the option button labeled Create a new blank pathfinder. • From URL. Click the option button labeled Create a new pathfinder from this URL.

Use Pathfinder Constant Data

	Action
4	<p>Merge default pathfinder constant data.</p> <ul style="list-style-type: none"> • Select the check box labeled Default Constant Data. <p>Default setting: check box selected; the system adds default pathfinder constant data.</p>
5	<p>Click Create.</p> <p>Result</p> <ul style="list-style-type: none"> • Blank pathfinder. The system displays the blank template (Linear or Outline) and inserts elements from default pathfinder constant data. • Pathfinder from a URL. The system locates the web page and extracts a title, description, and links from it. <ul style="list-style-type: none"> — Replaced elements. If your default pathfinder constant data contains a Pathfinder Header or a Feedback element (Send comments to), these elements appear instead of content from the web page. — Inserted elements. Headers, links, and other content from constant data are added to extracted content.

Apply default pathfinder constant data while editing

	Action
1	<ul style="list-style-type: none"> • Retrieve a pathfinder or create a new pathfinder and begin editing. <p>Edit mode only. You must be in edit mode to apply constant data.</p>
2	<ul style="list-style-type: none"> • On the Edit list, click Apply Default Pathfinder Constant Data. The system adds the default constant data. • Replaced elements. If your default pathfinder constant data contains a Pathfinder Header or a Feedback element (Send comments to), these elements replace existing elements in the pathfinder. • Inserted elements. Headers, links, and other content from constant data are inserted; existing headers, inks, embedded searches, etc. are retained.
3	Make any other changes you wish to complete the pathfinder.
4	<p>Save the pathfinder for further processing and/or review.</p> <ul style="list-style-type: none"> • On the Action list, click Save Pathfinder to add the record to the pathfinder save file. Assign a status appropriate for the pathfinder's position in your workflow. <p>Or</p> <p>Add or replace the pathfinder in the database.</p> <ul style="list-style-type: none"> • New pathfinder. On the Action list, click Add Pathfinder. • Existing pathfinder. On the Action list, click Replace Pathfinder.

Use Pathfinder Constant Data

Apply default constant data to multiple pathfinders

- **Saved pathfinders only.** The Apply Default CD to Flagged Records action is available only for pathfinders in the pathfinder save file.

	Action
1	Search the pathfinder save file to retrieve pathfinders to which you want to apply default constant data.
2	On the search results screen, flag the pathfinders. <ul style="list-style-type: none"> • Flag each pathfinders by selecting the check box to the left of the brief entry. Or • On the Action/Sort list, click Flag All on Page or Flag All Records Retrieved.
3	<ul style="list-style-type: none"> • On the Action/Sort list, click Apply Default CD to Flagged Records. The system adds the default constant data to all flagged pathfinders. • Replaced elements. If your default pathfinder constant data contains a Pathfinder Header or a Feedback element (Send comments to), these elements replace existing elements in the pathfinder. • Inserted elements. Headers, links, and other content from constant data are inserted; existing headers, inks, embedded searches, etc. are retained. <p>Combine pathfinders flagged in separate search results To apply default CD to pathfinders retrieved and flagged in separate searches, use the Flagged SF Records screen.</p> <ol style="list-style-type: none"> 1. Retrieve and flag groups of saved pathfinders. 2. On the Pathfinders tab, under Show Options, click Flagged SF Records. 3. On the Action/Sort list, click Flag All on Page or Flag All Records Retrieved.
4	Edit each pathfinder to make other changes needed to complete the content.

Set a pathfinder constant data record as default constant data

	Action
1	<ul style="list-style-type: none"> • On the Pathfinders tab, under Search Options, click Constant Data. The Search Pathfinder Constant Data screen appears.
2	<ul style="list-style-type: none"> • In the text box, type the name of the stored pathfinder constant data record you want to retrieve. • Type one or more word(s) of the constant data name. Or • To retrieve a list of all records in your library's pathfinder constant data file, in the search form, leave the text box empty.
3	Click Search. The system displays the pathfinder constant data record(s) that match the query.
4	<p>Single pathfinder constant data record</p> <ul style="list-style-type: none"> • On the Edit list, click Set as Default Pathfinder Constant Data. <p>Pathfinder constant data results list</p> <ul style="list-style-type: none"> • Click the Set Default button next to the name of the pathfinder constant data record you want to become your default constant data. The selected default constant data record appears in edit mode.

6 Find pathfinder constant data records

Why search for pathfinder constant data records?

- Retrieve a constant data record to use as your default pathfinder constant data.
- Review pathfinder constant data records created by users at your library.
- Find a pathfinder constant data record you want to edit.
- Find a pathfinder constant data record you want to delete.

Find specific pathfinder constant data records

	Action
1	On the Pathfinders tab, under Search Options, click Constant Data . The Search Pathfinder Constant Data screen appears.
2	<p>In the text box, type the name of the stored pathfinder constant data record you want to retrieve.</p> <p>Type one or more word(s) of the constant data name.</p> <ul style="list-style-type: none"> • Use truncation to include variant endings for a constant data name. Or use truncation when you know only the first part of the name. Type the first characters of the name (include at least 2 characters); then type an asterisk (*). Examples: dc*, image*, digi* • Use character masking (wildcards) to expand a term to include variant spellings or when you are unsure of the correct spelling for part of a term. Type a question mark (?) or a number sign (#) in place of the character(s) you want to mask. Use the question mark to retrieve variants of 0 or more characters. Examples: col?r retrieves <i>color</i> or <i>colour</i>; int?net retrieves <i>internet</i> or <i>intranet</i>. Use the number sign to retrieve variants of exactly 1 character. Example: wom#n retrieves both <i>woman</i> and <i>women</i>. <p>To retrieve a single record, include the complete name.</p>
3	<p>Check the search form for errors.</p> <p>Clear search</p> <ul style="list-style-type: none"> • To clear the Search for text box, click Clear Search. • The index list retains the last index you selected. • The Retain Search check box retains its setting (selected or cleared).
4	<p>Click Search or press <Enter>.</p> <p>The system displays the pathfinder constant data record(s) that match the query.</p> <p>Retain search</p> <ul style="list-style-type: none"> • To preserve search terms you typed in the text boxes, select the Retain Search check box. • If Retain Search is not selected (the default setting), the system clears the Search for text box.

Use Pathfinder Constant Data

List all pathfinder constant data records

	Action
1	On the Pathfinders tab, under Search Options, click Constant Data . The Search Pathfinder Constant Data screen appears.
2	In the search form, leave the text box empty.
3	Click Search or press <Enter>. The system displays a list of your library's pathfinder constant data records.

Search history: view and use previous searches

- Use the Search History window to
 - View your previous 10 constant data searches.
 - Repeat a previous search.
 - Revise a previous search.
- Previous searches are associated with your authorization number and are retained between Connexion sessions. The search history is not cleared when you log off.

Search History function	How to use
Open Search History window	At the Search Pathfinders Constant Data screen, <ul style="list-style-type: none"> • Click Search History or press <Alt><=>.
List of previous searches	For each listed search, the window shows <ul style="list-style-type: none"> • Search type: Pathfinders Constant Data. • Timestamp: date and time the search was performed. • Search criteria: terms searched in the Name index.
Repeat a previous search	<ul style="list-style-type: none"> • Click Repeat. Connexion immediately performs the selected search.
Revise a previous search	<ul style="list-style-type: none"> • Click Revise. Results <ul style="list-style-type: none"> • Connexion displays the Search Pathfinders Constant Data screen. The selected search is ready for revision.
Clear search history	<ul style="list-style-type: none"> • Click Clear History (at the top of the Search History window).
Close the Search History window	<ul style="list-style-type: none"> • Click Close (at the top of the Search History window).

7 Use pathfinder constant data search results

Results display

Number of Records Found	Results Display
No records found	The system displays the following message at the top of the Search Pathfinder Constant Data screen: No Records Found for your Search Please change or simplify your search and try again. The search entry form retains the search term(s) you used.
1 record found	The system displays the full pathfinder constant data record.
Up to 10 records	The system displays the message: [number] records found searching for [search query] in Pathfinder Constant Data <ul style="list-style-type: none"> The results screen lists the constant data names of all retrieved records, beginning with the record most recently added to the pathfinder constant data file.
11 or more records	The system displays the message: [number] records found searching for [search query] in Pathfinder Constant Data <ul style="list-style-type: none"> The results screen lists constant data names for the first 10 retrieved records, beginning with the record most recently added to the pathfinder constant data file. The View List box lets you type an entry number to display 10 entries beginning with that number. The left and right arrow buttons let you move forward or back 10 entries. The View Record box lets you type an entry number to view the full record.

Query display

At the top of the first screen of results, the system displays a message that includes the number of records retrieved and the query that produced the results. The message provides feedback that lets you see how the system interpreted your search criteria. The display shows:

- Your institution symbol as the first term in any query. Pathfinder constant data file searches retrieve records for your library **only**. **Example:** in: (OCL)
- The word(s) of the constant data name you typed in the search form, preceded by the index label (nm:) for the constant data name index. **Example:** in: (OCL) and nm: ("test")

Use this displayed query to

- Diagnose causes for unsatisfactory search results.
- Refine your search to improve results.

Use Pathfinder Constant Data

Check name of default constant data record

Action
At the top of each screen of search results, the system displays the label Default Constant Data Record , followed by the constant data name of the record currently set as your default constant data.

Sort pathfinder constant data results (200 or fewer records)

	Action
1	Scroll to the top of the first screen of search results.
2	On the Action/Sort list, click Sort by Constant Data Name .

Move through list (View List and View Record jump bar)

- The **View List** jump bar appears at the top and bottom of each screen of the results list.
- The **View Record** jump bar appears at the top and bottom of each screen of the results list.

Action	How to
Move forward 10 entries	Click the right arrow button (right of View List box).
Move back 10 entries	Click the left arrow button (left of View List box).
View 10 entries beginning with specific entry	Type an entry number in the View List box and press <Enter>.
View a specific record	Click the hyperlinked entry number for the record you want to view. Or Type an entry number in the View Record box and press <Enter>.

Move between records (View Record jump bar)

- The **View Record** jump bar appears at the top and bottom of each record screen.
- The record position indicator (**Record _ of _**) appears at the top and bottom of each record screen. As you move through the records, the indicator changes to reflect your current position in the results list.

Use Pathfinder Constant Data

Action	How to
View next record in list	Click the right arrow button (right of View Record box).
View previous record in list	Click the left arrow button (left of View Record box).
View a specific record	Type an entry number in the View Record box and press <Enter>.
Return to search results	Click the Search Results button at the top or bottom of the record screen. Or On the Pathfinders tab, under Search Options, Constant Data, click Search Results .

Edit pathfinder constant data record

Action
Click the Edit button to the left of the constant data record you want to edit. The full record appears in an edit view.

Use constant data record as default pathfinder constant data

Action
<ul style="list-style-type: none"> Click the Set Default button in front of the constant data record you want to use as default pathfinder constant data. The full record appears in an edit view. The following message appears at the top of the record display: Record set as your default constant data.

Delete pathfinder constant data record

	Action
1	On the results screen, click the entry number or click the Edit button for the constant data record you want to delete.
2	On the Action list, click Delete Constant Data Record . <ul style="list-style-type: none"> Click OK to confirm that you want to delete the record. Or Click Cancel to keep the record in the pathfinder constant data file.

Use Pathfinder Constant Data

Print screens of pathfinder constant data results list

	Action
1	If the list includes multiple screens, jump to the screen you want to print.
2	Click once in the frame that contains the record list.
3	In your browser, on the File menu, click Print or on the toolbar click the Print button.
4	In the Print dialog box, click OK or press <Enter>.