“All Ages” item attribute change and templates

For ANY item attribute templates that have "OWWL: Age Level = All Ages" attempting to apply those templates will cause an Unhandled Error to display immediately upon clicking "Apply" in the template bar.

**YOU MUST COMPLETELY RE-CREATE THE TEMPLATE FROM SCRATCH.**

1. Access the Copy Editor / Edit Item Attributes
2. Identify any templates that have the "All Ages" attribute (either because you know your templates, backup copies, or by attempting to apply the template) BUT DO NOT APPLY

	1. If you DO Apply a bad template, click OK or X-out of the unhandled error window - it will take several clicks
	2. Notice that **Age Level = ???** (other categories may also have ???)
	3. Click RESET to clear the applied values/template (you CANNOT fix the applied bad template, it will continue to cause unhandled errors)
3. Apply the Item Attributes appropriate for the template/type of material
4. Save to a new template

	1. Type the template name EXACTLY as the old one to overwrite the old template or use a new name
	2. If you use a new template name, DELETE the old template

For more information about working with templates, see: <http://plum.plsnet.org/twiki/bin/view/Evergreen/ItemAttributeTemplates>

[Originally sent via email 6/17/11 to the Holdings Staff email list, by Lindsay Stratton]