

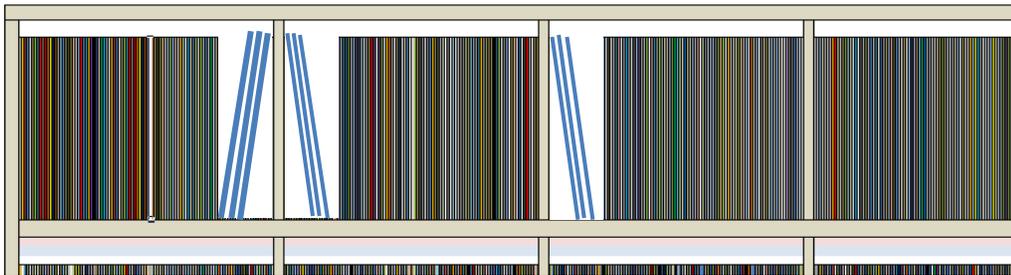
**Instructions for relisting a batch records.**

**PHYSICAL - This section is for managing physical shelves.**

1. Your records



2. Records removed

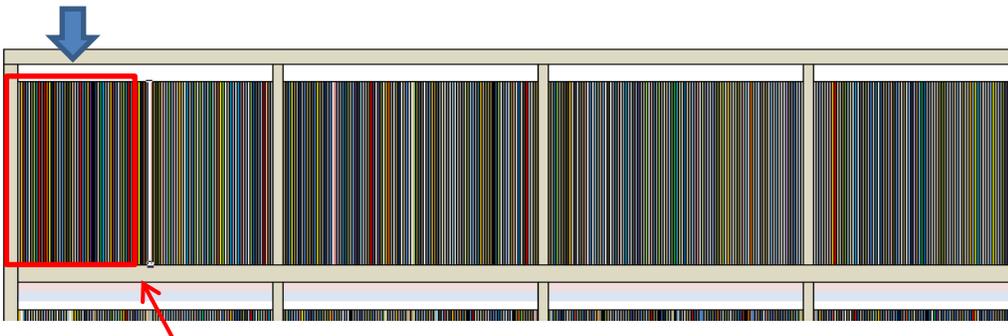


3. For returning records, push all records to the right. Leave a gap at the front (left).

4. Batch of records taken out to be returned here.



5. Shelf is full again. The front section of returned records needs relisting.



5a. Place a marker where the reinserted batch ends.

**DIGITAL - This section to manage your digital list after returning records.**

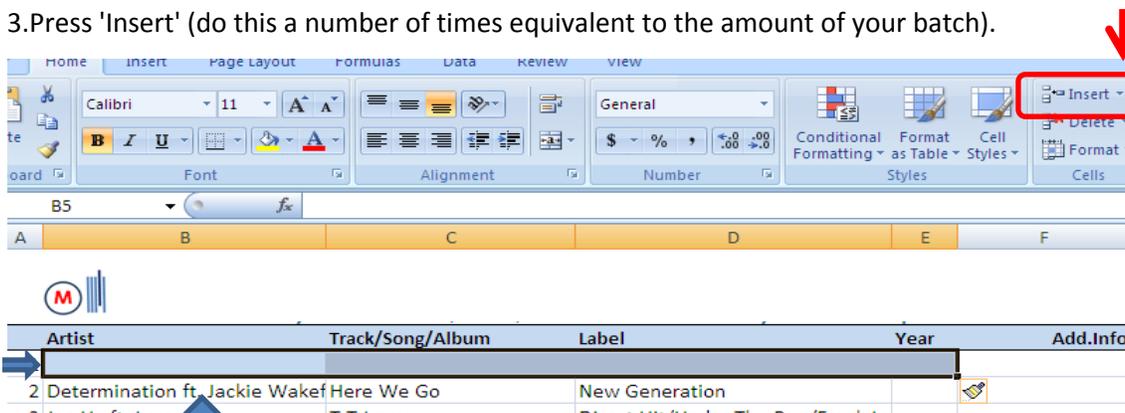
1. Go to your Data/Unit or List sheet.

2. Select e.g. the four ATLY cells in the first row (ATLY = Artist, Track, Label and Year).

2a. **DO NOT** select the number column on the left.

	Artist	Track/Song/Album	Label	Year
1	Determination ft. Jackie Wakef	Here We Go	New Generation	
2	Jus Us ft. Loreall	T.T Lover	Direct Hit/Under The Rug/Freak In	-
3	Disco Eements Vol. 6	Varied	Azuli	1999
4	Critical	If You Only Knew	Eight Ball	
5	Disco Eements Vol. 5	Varied	Azuli	1996
6	T.C Crew	Bak From the Underground	BMI	1991
7	Blue Zone	Celebrate Life	ACV	1991

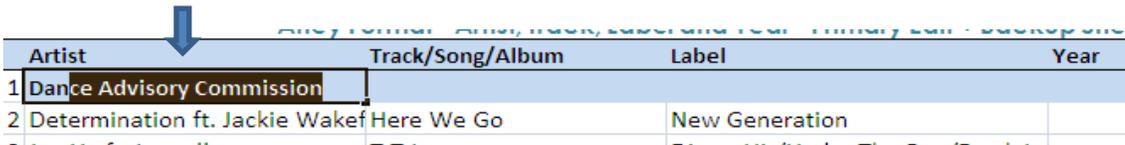
3. Press 'Insert' (do this a number of times equivalent to the amount of your batch).



4. A new row will be created (it may be coloured from the header).

5. Now start cataloguing your returned batch of records.

5a. As soon as you start entering data, Excel will recognise duplicates.



An Excel spreadsheet with columns: Artist, Track/Song/Album, Label, Year. Row 1: Dance Advisory Commission. Row 2: Determination ft. Jackie Wakef Here We Go, New Generation. Row 3: Dance Advisory Commission (highlighted in yellow).

Artist	Track/Song/Album	Label	Year
1 Dance Advisory Commission			
2 Determination ft. Jackie Wakef	Here We Go	New Generation	
3 Dance Advisory Commission			

6. Continue populating.



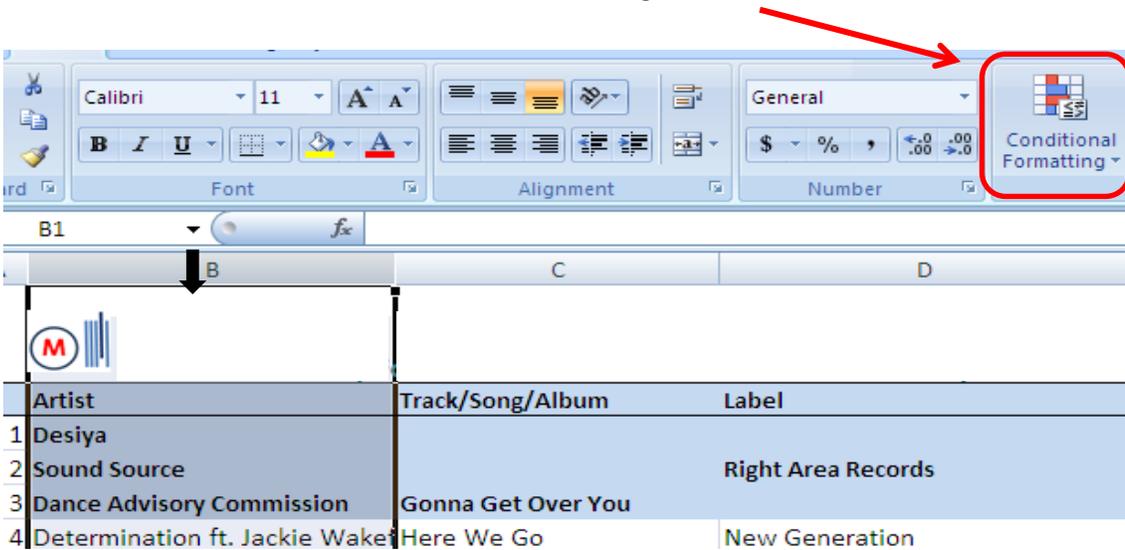
An Excel spreadsheet with columns: Artist, Track/Song/Album, Label, Year. Row 1: Desiya. Row 2: Sound Source, Right Area Records. Row 3: Dance Advisory Commission, Gonna Get Over You.

Artist	Track/Song/Album	Label	Year
1 Desiya			
2 Sound Source		Right Area Records	
3 Dance Advisory Commission	Gonna Get Over You		

7. When finished populating, you now need to find your previous duplicate listings.

8. Remember the records removed were listed before.

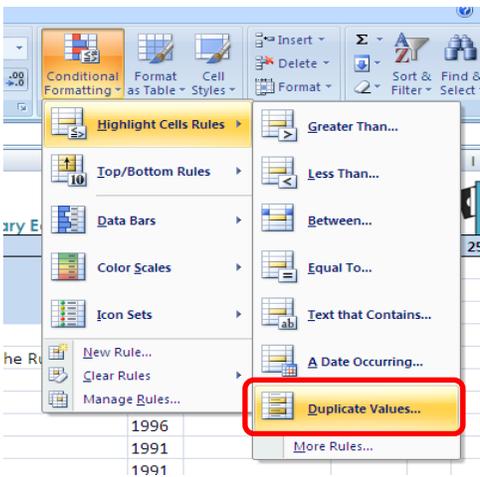
9. Select a column and click on Conditional Formatting.



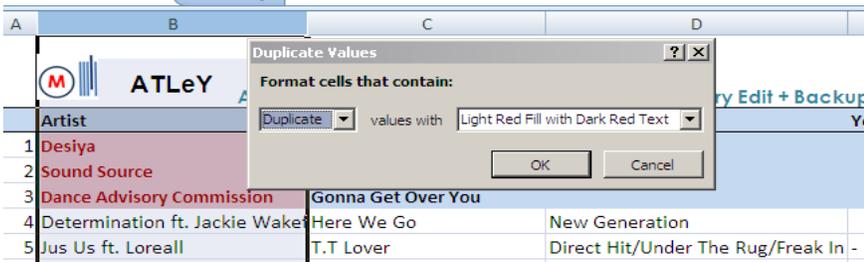
The screenshot shows the Excel ribbon with the Font, Alignment, and Number tabs. The Conditional Formatting button is highlighted with a red box and a red arrow. Below the ribbon, the spreadsheet shows the same data as in step 6, but with the Artist column selected (B1:B4) and the Conditional Formatting icon visible in the top-left corner of the selection.

Artist	Track/Song/Album	Label	Year
1 Desiya			
2 Sound Source		Right Area Records	
3 Dance Advisory Commission	Gonna Get Over You		
4 Determination ft. Jackie Wakef	Here We Go	New Generation	

10. Click on Highlight Cells Rules and Duplicate Values.



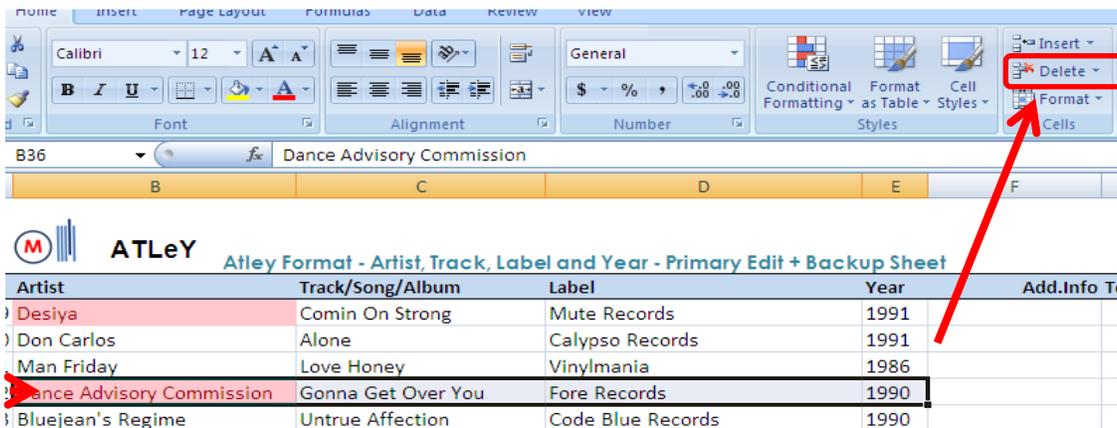
11. Click OK unless you want different highlight colours.



12. Your cells will highlight.

13. Scroll down and select the duplicate ATLY cells for removal.

14. Press delete.

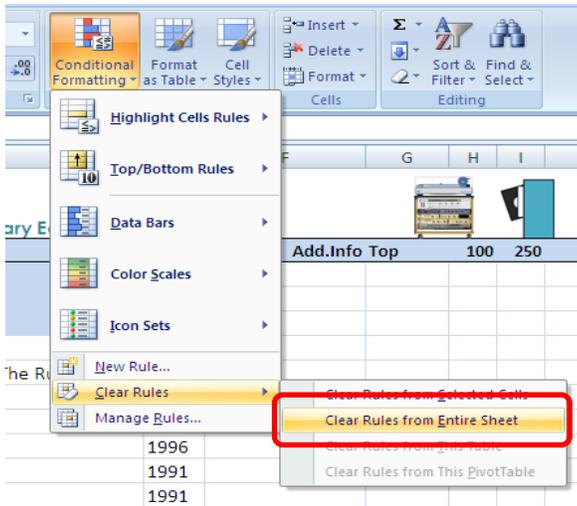


15. Do this for every duplicate. Remember to select ATLY cells only (+ Add. Info if added).

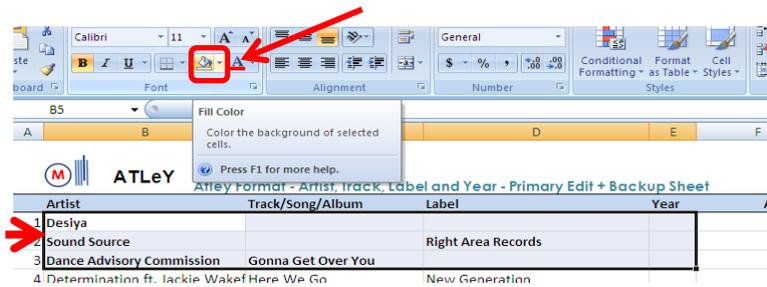
15a. You may also find Excel recognises other duplicates (e.g. if more than two copies).

15b. Be sure not to delete wrong duplicates.

16. When finished, remove highlight rules (for entire sheet).



18a. Once done, you can decolour the top part where you relisted.

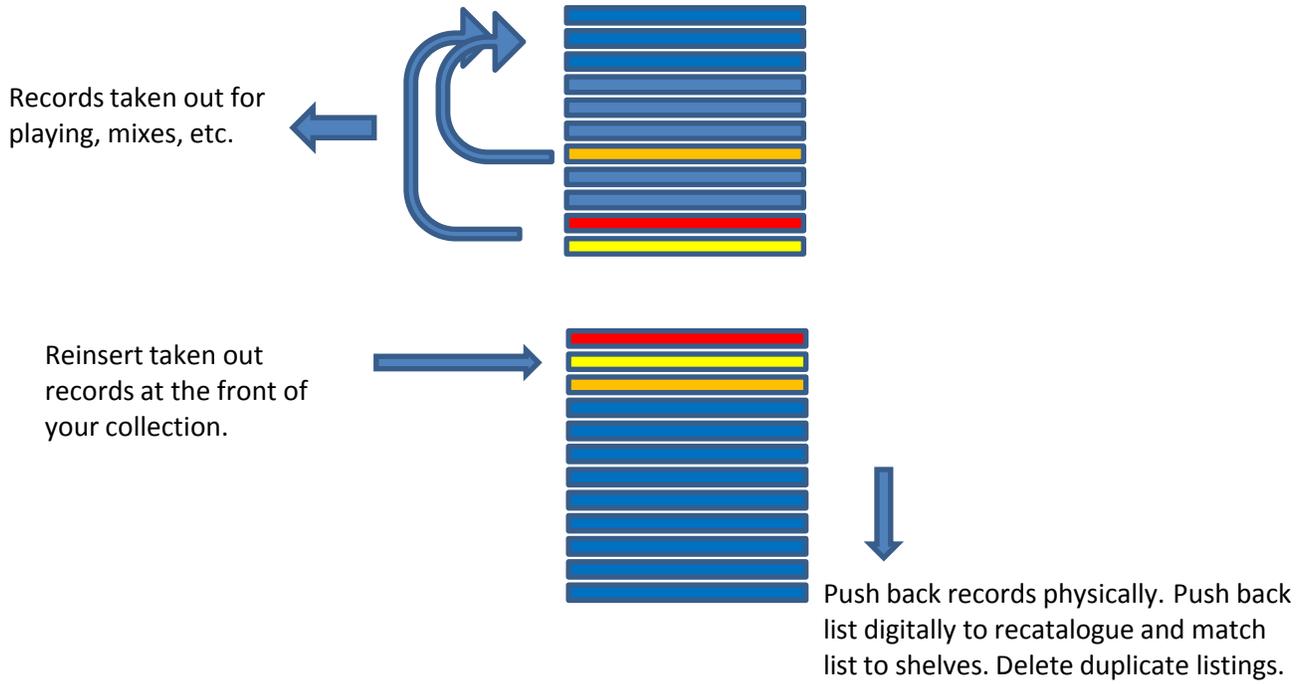


19. Your list should now be replenished, just that records have been moved back down the list.

20. Remember not to interfere with the numbered column.

21. The numbered column will help you for future searches.

**SUMMARY (for large quantity removals of your records).**



End.