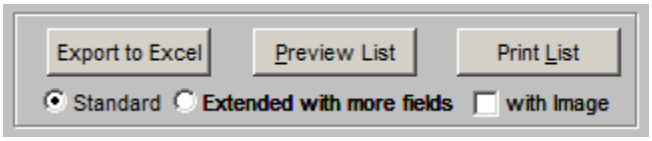
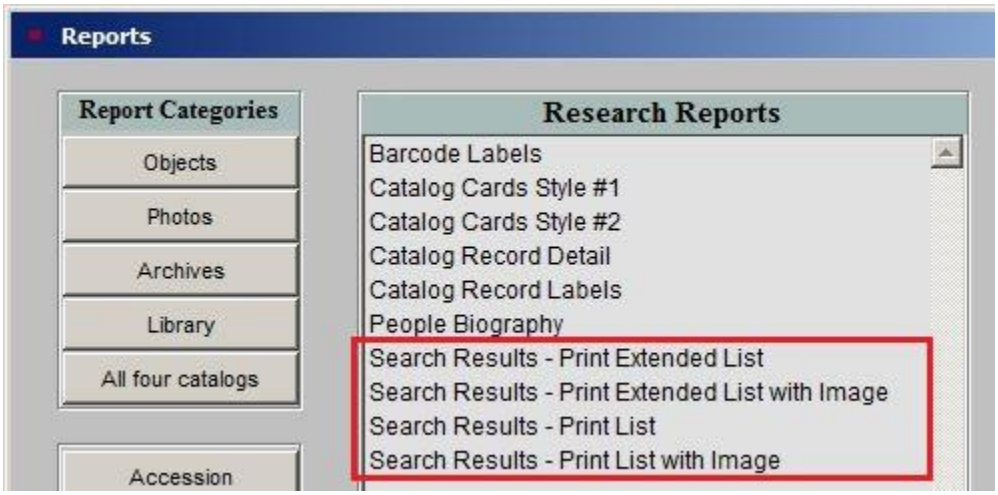
What is the difference between the Search Results reports?
Version 4.0

After you run a query or use one of the Research functions in PastPerfect, you have the ability to preview or print a list of your search results. There are actually several different Search Results reports available for any given query. These reports look almost identical in their standard layout; knowing what you need to print is important when deciding which report to modify. Having multiple options gives you the ability to customize these reports to display the information that you want.

After your search results are displaying on the screen, you'll see the print list options at the bottom of your screen. There are four different reports you can print for your results: Standard Fields (without Images), Standard Fields with Images, Extended Fields (without Images), and Extended Fields with Images.



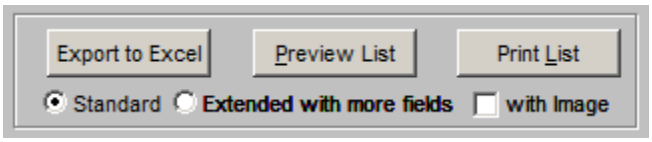
Each of these options are separate reports (under Reports | Research) that can be modified individually. Knowing which report to modify depends on the options you select before printing the list.

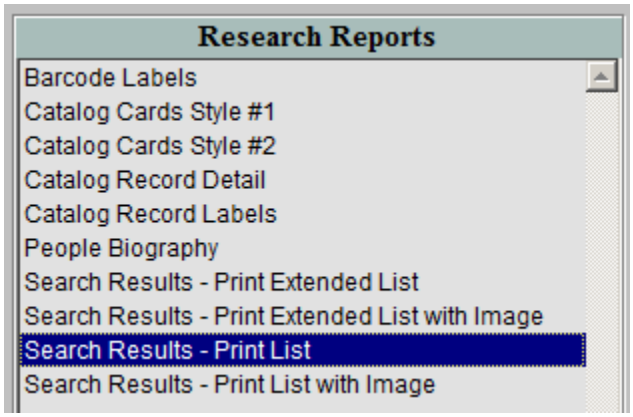


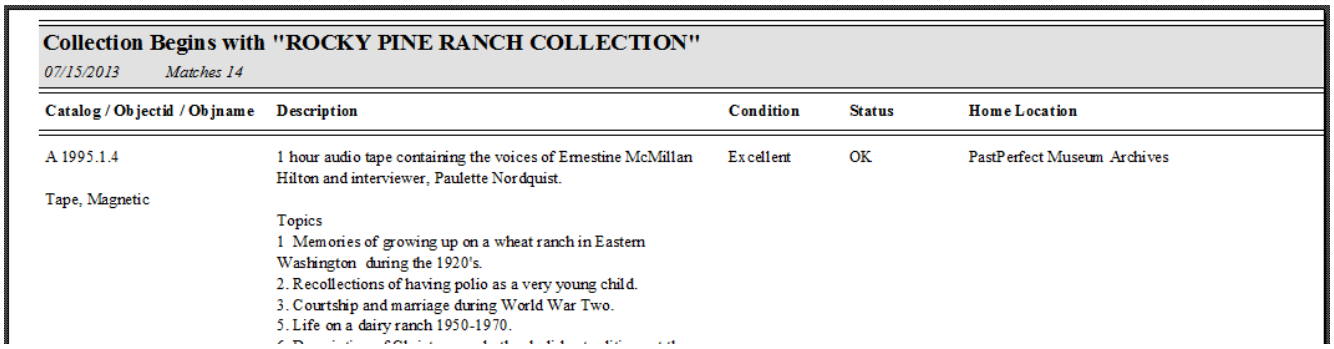
Below you will find descriptions and examples of each report. You run a query as usual; it is just the output that changes depending on your selections when printing.

Standard Fields:

When you select “Standard” and the “with Image” option is unchecked, the report you are viewing is called “Search Results – Print List.” This report prints in landscape form and displays the following fields by default: Catalog, Object ID#, Object Name, Description, Condition, Status, and Home Location.







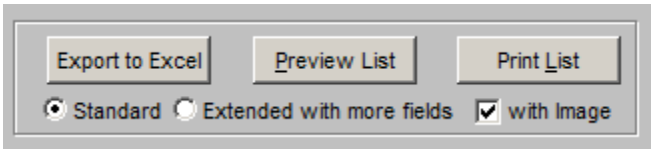
Collection Begins with "ROCKY PINE RANCH COLLECTION"

07/15/2013 *Matches 14*

Catalog / Objectid / Objname	Description	Condition	Status	Home Location
A 1995.1.4 Tape, Magnetic	1 hour audio tape containing the voices of Ernestine McMillan Hilton and interviewer, Paulette Nordquist. Topics 1 Memories of growing up on a wheat ranch in Eastern Washington during the 1920's. 2. Recollections of having polio as a very young child. 3. Courtship and marriage during World War Two. 5. Life on a dairy ranch 1950-1970.	Excellent	OK	PastPerfect Museum Archives

Standard Fields with Image:

When you select “Standard” and the “with Image” option is checked, the report you are viewing is called “Search Results - Print List with Image.” This report prints in landscape form and displays the following fields by default: Catalog, Object ID#, Object Name, Description, Condition, Status, and Home Location. This report also includes a thumbnail image of each item that appears on the left side of the report below the Object ID# and Object Name.



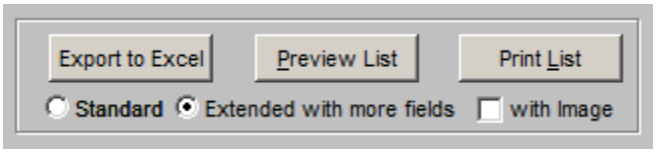
Collection Begins with "ROCKY PINE RANCH COLLECTION"

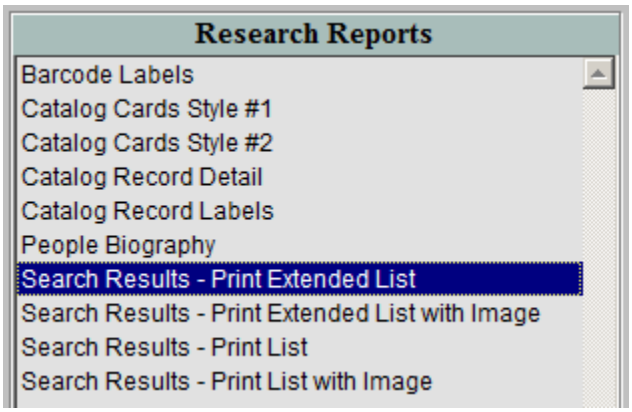
07/15/2013 *Matches 14*

Catalog / Objectid / Objname	Description	Condition	Status	Home Location
A 1995.1.4 Tape, Magnetic	1 hour audio tape containing the voices of Ernestine McMillan Hilton and interviewer, Paulette Nordquist. Topics 1 Memories of growing up on a wheat ranch in Eastern Washington during the 1920's. 2. Recollections of having polio as a very young child. 3. Courtship and marriage during World War Two. 5. Life on a dairy ranch 1950-1970.	Excellent	OK	PastPerfect Museum Archives

Extended Fields:

When you select “Extended with more fields” and the “with Image” option is unchecked, the report you are viewing is called “Search Results - Print Extended List.” This report prints in landscape form and displays the following fields by default: Catalog, Object ID#, Object Name, Description, Condition, Status, and Home Location. When modifying this report, you can include additional fields common to all four catalogs. The example below has been modified to include Source and Date.





Collection Begins with "ROCKY PINE RANCH COLLECTION"

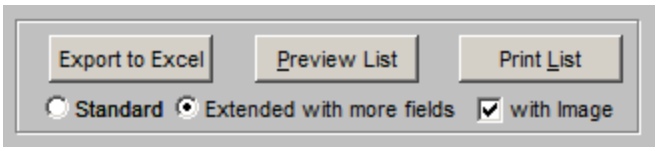
07/15/2013 *Matches 14*

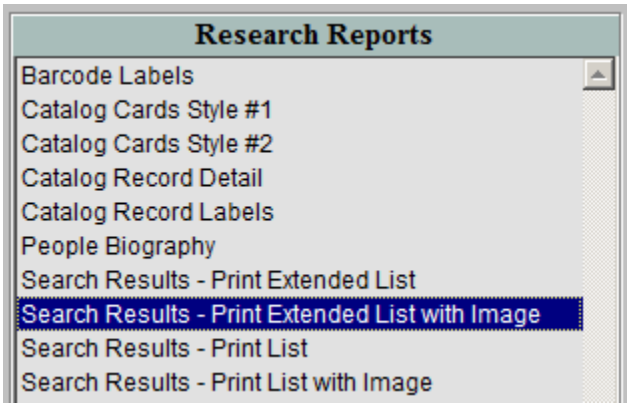
Catalog / Objectid / Objname	Description	Condition	Status	Home Location	Source	Date
A 1995.1.4 Tape, Magnetic	1 hour audio tape containing the voices of Ernestine McMillan Hilton and interviewer, Paulette Nordquist. Topics 1 Memories of growing up on a wheat ranch in Eastern Washington during the 1920's. 2. Recollections of having polio as a very young child.	Excellent	OK	PastPerfect Museum Archives	Oral History Project	05/24/1995

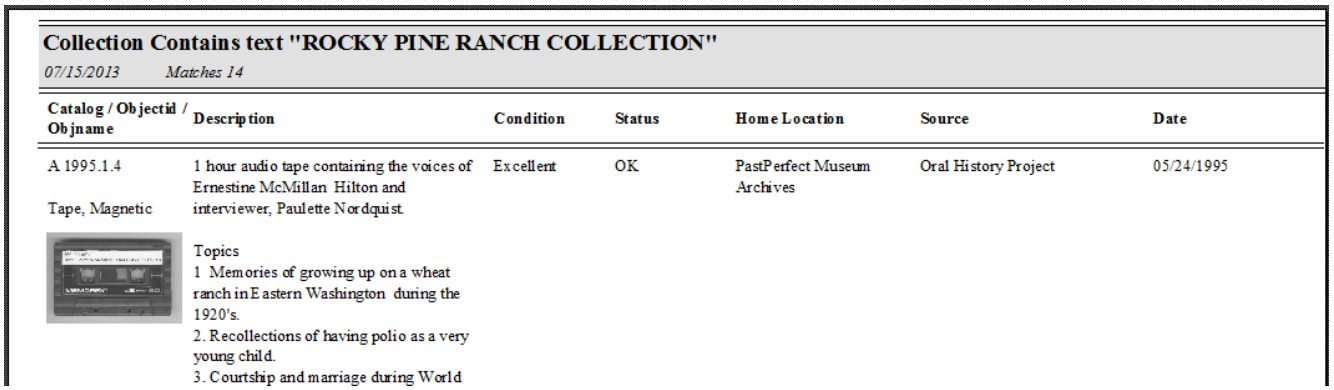
Extended Fields with Image:

When you select “Extended with more fields” and the “with Image” option is checked, the report you are viewing is called “Search Results - Print Extended List with Image.” This report prints in landscape form and displays the following fields by default: Catalog, Object ID#, Object Name, Description, Condition, Status, and Home Location. It also includes a thumbnail image of each item that appears on the left side of the report below the Object ID#

and Object Name. When modifying this report, you can include additional fields common to all four catalogs. The example below has been modified to include Source and Date.







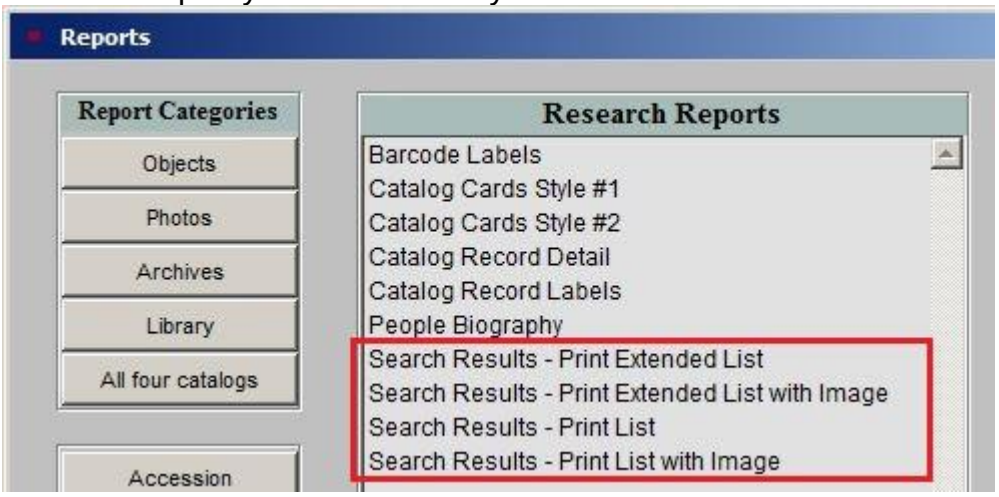
Collection Contains text "ROCKY PINE RANCH COLLECTION"

07/15/2013 *Matches 14*

Catalog / Objectid / Objname	Description	Condition	Status	Home Location	Source	Date
A 1995.1.4 Tape, Magnetic	1 hour audio tape containing the voices of Ernestine McMillan Hilton and interviewer, Paulette Nordquist.	Excellent	OK	PastPerfect Museum Archives	Oral History Project	05/24/1995
	Topics 1 Memories of growing up on a wheat ranch in Eastern Washington during the 1920's. 2. Recollections of having polio as a very young child. 3. Courtship and marriage during World					

You can modify these reports using the steps below. Be sure to select the correct report for the options you use when printing.

1. From the Main Menu, click on “Reports”.
2. Click on “Research” under Report Categories.
3. Select the report you wish to modify.



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4. On the right side of the screen, click “Modify Report Layout.”
5. On the Change Report Layout & Description screen, click the “Modify Custom Layout” button.
6. Make your changes in the Report Designer screen; when finished, save and close.
7. Back on the Change Report Layout & Description screen, be sure the dot next to Custom Layout is selected.
8. When you run your report and select the appropriate options, your changes will be present.

If you have any questions, please contact our Support Office at 1-800-562-6080 or email support@museumsoftware.com. Thank you for using PastPerfect!