

How can I search only Container Lists?

Version 4.0

To search all Container Lists, from the Archives catalog:

1. Click Query in the Navigation Bar at the top of the screen.
2. To narrow the searchable fields to just Container List fields, select Container List at the top of the screen.
3. Select the Field to search from the drop down menu, select the Condition from the drop down menu, and then enter a value.
4. Click Search Now. You may add more statements using the “and” or “or” operators to build the filter statement.
5. The Archive records that meet you filter statement will appear in Search Results.
6. Click View Selected Catalog Records, then click the Container List button on each record to see the Container List entries.

To search the Container List of one Archive record:

1. Find the Archive record.
2. Click the Container List button.
3. Click Query.
4. Uncheck the boxes for fields you do not want to search.
5. Type a term or phrase in the Search for field.
6. Click Search Now.
7. Your Container List will show the query results. When you want to view all Container List records, click the View All button.

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!