

How do I edit Authority Files?

Version 4.0

When using Authority Files to enter data, you may find that you need to edit or delete some of your terms. You can change the terms on your catalog records, but you will also need to change the term on the Authority File list. It is possible to have a term listed more than once in an Authority File, so be sure you are editing the appropriate term.

1. Go to Setup | Authority Files.
2. Choose the particular file in which you want to make changes either by clicking on it and then clicking "Next," or by double clicking on the file name.
3. In the Authority File box, click on the term you want to change.
4. If you want to edit the term, click "Edit" and make your changes in the browse screen that appears.
5. Once you make your changes, tab to the next line to save your changes.
6. If you want to delete that term, click on the term, and then click the "Delete" button. Click "Yes" to confirm and the term will be removed from the list.
7. Click "Close" when you are finished making your changes.

Note: If you need to edit or delete names in the People authority file, these changes are made by clicking on the People Biographies button from the Main Menu of the program.

Standard Authority Files can be flagged for verification, which means that entries in the associated fields can be restricted to allow only terms listed in the Authority File when Security is activated in PastPerfect. Place a check in the Verify column and make the appropriate changes in the Security area of the program if you would like this field to be verified before allowing users to save changes to the data in the field.

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!