

How do I change my default catalog Screen View?

Version 4.0

When initially viewing a catalog record, it is important to have the most relevant information about the item presented first. You can select a default screen view for each catalog record, so that the appropriate content automatically displays when you access a record. For example, Object records for artwork can display the Artist, Medium, and Maker's Mark information, while minerals can have their Formation, Rock Type, and Chemical Composition shown. In Archives, the Oral History view can show the Narrator and Interviewer information, while the Map view will show the Publisher, Latitude, and Longitude.

To change the default screen view of a catalog record:

1. Click "Edit."
2. Select the appropriate radio button in the dark gray section in the middle of the screen.

Objects:

☐ Archaeology ☐ Art ☐ Geology ☒ History ☐ Natural History

Archives:

☒ Archive ☐ Map ☐ Music ☐ Oral History

3. Click "Save."
4. The screen view name will now appear in white text under the Description field in Objects and above the Scope and Content field in Archives.
Tip: Any screen views that have additional information about the item will highlight the buttons in green.

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!