
People Field Descriptions

02/12/2010

Birthplace	Enter the contact's place of birth. [BIRTHPLACE : Character (40)]
Born	People Biography Screen: Enter the person's date of birth, if known. Because you may not know the exact date, this is a character field in which you may enter either numbers or characters. For example: "1932 ca." [BORN : Character (16)]
Caption	Image Management: Enter a caption for the image. [CAPTION : Character (75)]
Children	People Biography Screen: Enter the names of the subject's children and any information you may have about them such as birth and death dates. [CHILDREN : Memo]
Deceased	People Biography Screen: Enter the person's date of death if known. Because you may not know the exact date, this is a character field in which you may enter either numbers or characters. For example: "1932 ca." [DIED : Character (16)]
Deceased Where	Enter the place where the person died. [LASTPLACE : Character (40)]
Education	This is an unlimited notes field in which you may record information about the educational background of a person in the Biography portion of the People File. [EDUCATION : Memo]
Father	Record the name if the person's father, if known. [FATHER : Character (70)]
Image (picture)	Image used for Report Maker Reports. [imagefile : Character (104)]
Imagefile	Name of associated image file (must include image subdirectory, e.g., "001\mypic.jpg") [IMAGEFILE : Character (104)]
Mother	Enter the name of the person's mother. [MOTHER : Character (70)]
Name	Names of people in the People Authority File. [NAME : Character (100)]
Nationality	Enter the nationality or country of origin of the person. [NATIONAL : Character (75)]
No Archives	This number reflects the number of archival records associated with a person listed in the People file. [ARCHIVES : Numeric (6)]
No Library	Number of library catalog records in which that person appears. [LIBRARY : Numeric (6)]
No Objects	This is the number of objects associated with a person. [OBJECTS : Numeric (6)]
No Photos	This is the number of photographs associated with a particular person. [PHOTOS : Numeric (6)]
Notes	The Notes field may be used to record any additional information. There is no limit to the number of lines or the type of information recorded in this field. [NOTES : Memo]
Occupation	Use this field to list occupations held by the person in the past. [OCCUPATION : Memo]
Othernames	Enter any other names by which the person has been known, including nicknames, maiden name, married names, or aliases. [OTHERNAME : Character (75)]

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People Field 01	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. [UDF1 : Character (100)]
People Field 02	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. [UDF2 : Character (100)]
People Field 03	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. [UDF3 : Character (100)]
People Field 04	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. [UDF4 : Character (100)]
People Field 05	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. [UDF5 : Character (100)]
People Field 06	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. [UDF6 : Numeric (12;2)]
People Field 07	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. [UDF7 : Numeric (12;2)]
People Field 08	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. [UDF8 : Date]
People Field 09	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. [UDF9 : Date]
People Field 10	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. [UDF10 : Memo]
People Field 11	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. [UDF11 : Memo]
Places of Residence	List places associated with the person and/or places where the person has lived. [RESIDENCE : Memo]
Published	List any publications by or about the person or publications in which images or information about the person are published. For example; Webster's Biographical Dictionary. 1976. p.1148. [PUBLISHED : Memo]
Relationships	List the names of the creator's spouse or other important relationships in his or her life. [RELATIONS : Memo]
Role	<p>Use this field to record the professional endeavor of the creator. This field is controlled by a pull down authority file. To access the authority file, click on the down arrow to the right of the field. Click on your highlighted choice.</p> <p>To add, edit, or delete entries in this authority file, choose Setup on the main menu. Choose Authority Files. Highlight "Authority File Name" and press the Next> Button at the top of the screen. You will then have the option to ADD, EDIT, or DELETE entries on the list.</p> <p>[ROLE : Character (15)]</p>

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Spouse Enter the name(s) of the person's spouse(s). [SPOUSE : Character (40)]

Titles & Honors Enter any titles or honors bestowed upon the person. Title is a formal appellation attached to the name of a person by virtue of office, rank, hereditary privilege, noble birth, education, or attainment or used as a mark of respect. List the title or honor and the group, institution or entity that bestowed the title or honor. [TITLES : Memo]

Where [WHERE : Memo]