

Is there a Keyword-type search for just the Container List in the Archives catalog?

Version 4.0

To search the Container List in the Archives catalog, please follow the following steps:

1. Click on the “Reports” button on the main menu of PastPerfect
2. Click on the “Archives” button
3. Select the “Container List” option
4. Click the “Run Report” button
5. Select which fields in the Container List you would like to search & in what order you want the records to appear.
6. Type in the word or words you want to search for, then click the “Preview” button

This should bring up a list of the records that contain the term(s) for which you searched.

If you have any questions, please contact our Support Office at (800)562-6080. Thank you for using PastPerfect!