

How Do I Sort PastPerfect Records by Object ID Number or Accession Number without Leading 0's?

For PastPerfect Version 4.0 Users:

1. From the Main Menu, choose Setup.
2. Next, select General Information.
3. In the middle column, find the Objectid# sort field.
4. Choose the Numeric setting rather than Alpha.
5. Also enter the separator used in your accession and object ID #s. It might be a period or dash or other punctuation. (For example, if object ID numbers appear as 2007.1.1, the separator is a period.)
6. Exit from General Information.
7. If everyone has closed out of PastPerfect and a backup has been created, click Reindex on the main menu. On the Reindex screen, make sure "Rebuild Catalogs" is checked off, in addition to the other default selections.
8. Click "Start Reindex now". When the reindex finished, Exit from the Reindex screen.
9. Select either Accession or one of your Catalogs (Objects, Photos, Archives and Library).
10. In the upper right of the screen, find the "Sort by" button.
11. In the Accession catalog, choose the "Accessn(num)" to sort numerically by Accession #.
12. In the Objects, Photos, Archives, or Library catalogs, choose "Objectid(num)" to sort records numerically by the Object ID# or "Accessn(num)" to sort records numerically by the Accession #.
13. Please note that you have changed the "Sort by" in one catalog. You will need to select numeric sorting for each catalog, as desired.

For PastPerfect 3.5 Users:

1. Go to the Setup tab in PastPerfect and click General Information.
2. In the upper right corner beneath the Country and Date settings, find the "Objectid# sort" field.
3. Choose the Numeric setting rather than Alpha.
4. Also enter the separator used in your accession and object ID #s. It might be a period or dash or other punctuation. . (For example, if object ID numbers appear as 2007.1.1, the separator is a period.)
5. Exit from General Information.
6. If everyone has closed out of PastPerfect and a backup has been created, click the Utilities tab, then click the Reindex button. On the Reindex screen, make sure "Rebuild Catalogs" is checked off, in addition to the other default selections.
7. Click "Start Reindex now". When the reindex finishes, Exit from the Reindex screen.
8. Go to your Accessions & Collections tab and choose either Accessions or one of your Catalogs (Objects, Photos, Archives and Library).
9. Click on the "Sort by" button in the upper right corner of either an Accession screen or a Catalog (Objects, Photos, Archives and Library) screen.
10. Even if you are already sorting by "Accession#" or "Objectid", select "Accession#" or "Objectid" you should now see "(num)" after the sort field in "Sort by".

11. With "Accessn(num)" or "Objectid(num)" as your Sort by field, your records will be in numeric order. You can check this by clicking Browse and viewing the list of your records in order.

12. Please note that you changed the sort order for one catalog. If you wish to sort numerically in all catalogs, change the "Sort by" in each.

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