

How do I change the Object ID number on a catalog record?

Version 4.0

To edit the Object ID number on a catalog record, first go to the catalog where that record is located – Objects, Photos, Archives, or Library. Please note that you cannot change an Object ID number on the Accession screen. Then follow the steps below:

1. Find the record for which you want to change the Object ID.
2. Click Edit at the top of the screen.
3. Click the button “Change Access#, Object ID, or Loan#” at the top of the screen. This will allow you to edit the Object ID number.
4. Type in the correct Object ID number. If you need to change the Accession number or Incoming Loan number, you can do that here as well.
5. Click Save, to apply your changes to the record.
6. Click Save once more when you have completed editing the record.

Once you have followed these steps, you will see the new Object ID number appear on your record.

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