

Part 1 – Customizing Browse

Welcome to PastPerfect Video Tech Tips. Part one of this technical tip will cover how you may customize your Browse screen within PastPerfect.

The Browse feature allows you to easily view all records within a particular catalog using a spreadsheet format. The fields that display in the Browse screen and the order in which they appear are customizable, based on the fields within that database.

- To setup your Browse screen within PastPerfect, from the Main Menu, on the lower right side, please select “Setup”, and then “Browse” from the fly up menu.

The Browse Fields Setup screen contains ten tabs, one for each database that contains the Browse feature.

- First, choose the database for which you would like to setup the Browse screen. We will choose Objects.
- The field names are listed in Alphabetical order along the left side of the “Setup” screen.
- Please use the scroll bar on the right to move within the field list for that database.
- If you would like to clear the current field order in browse, please press “Clear All Fields” on the right side of the screen, below “Reset to Browse All”.
- Next, please enter a number in the “Order” column to the right of the fields that you wish to appear in Browse. Please begin with the number one and increase the numbers sequentially from there.

The number will indicate the column order in the Browse screen for that specific database. A “one” associated with the field indicates that it will be displayed in the first column when in browse, a zero or no number indicates that the field will not be displayed in the Browse screen. If you use the same number more than once, it will place the fields in order based on the number and then alphabetically by the browse field name.

In this Video Tech Tip next to Object ID we will place a one, next to Object Name a two, next to Title (Sortable) a three, next to Title a four, next to Collection a five, and next to Home Location a six.

- Once you have set the order for the desired fields, select “Apply” from the right side of the screen.
- When it indicates that your changes have been applied, please select “OK”
- Please select “Exit” on the lower right portion of the “Setup” screen, to return to the Main Menu.

Part two of this Video Tech Tip will comprise using your customized Browse settings.

If you have any questions regarding how to setup your Browse screen in PastPerfect, please contact our support office at 1-800-562-6080, toll free or email us at support@museumsoftware.com.