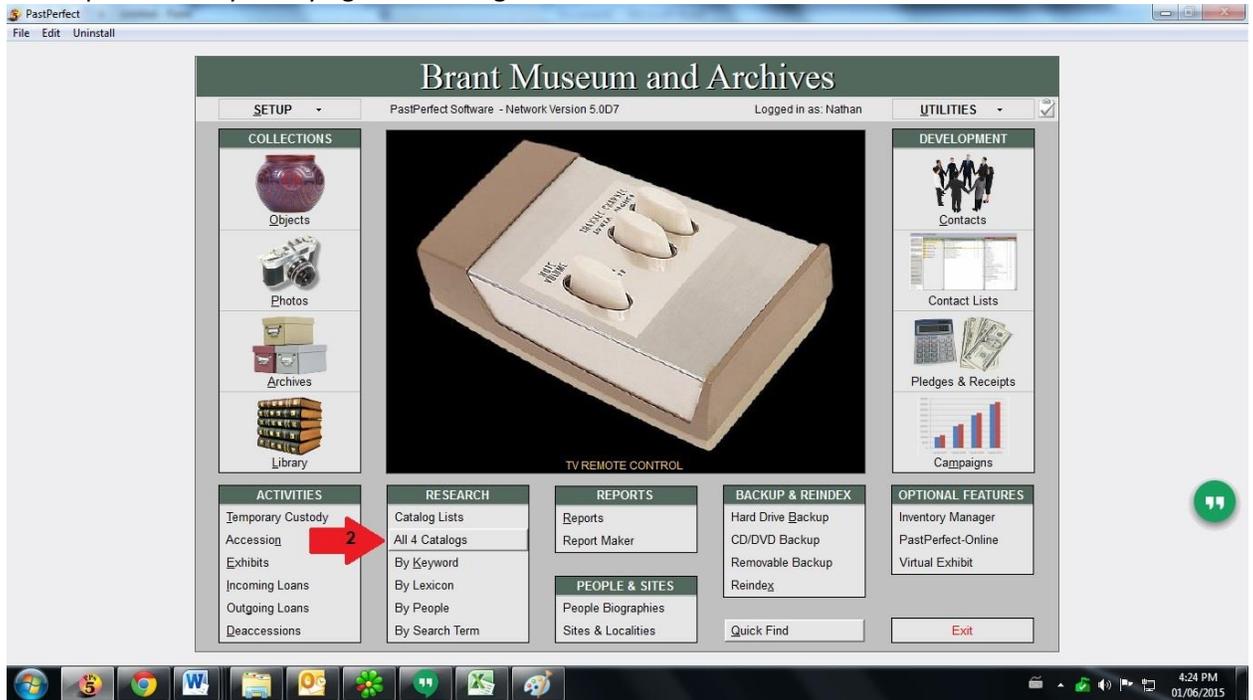
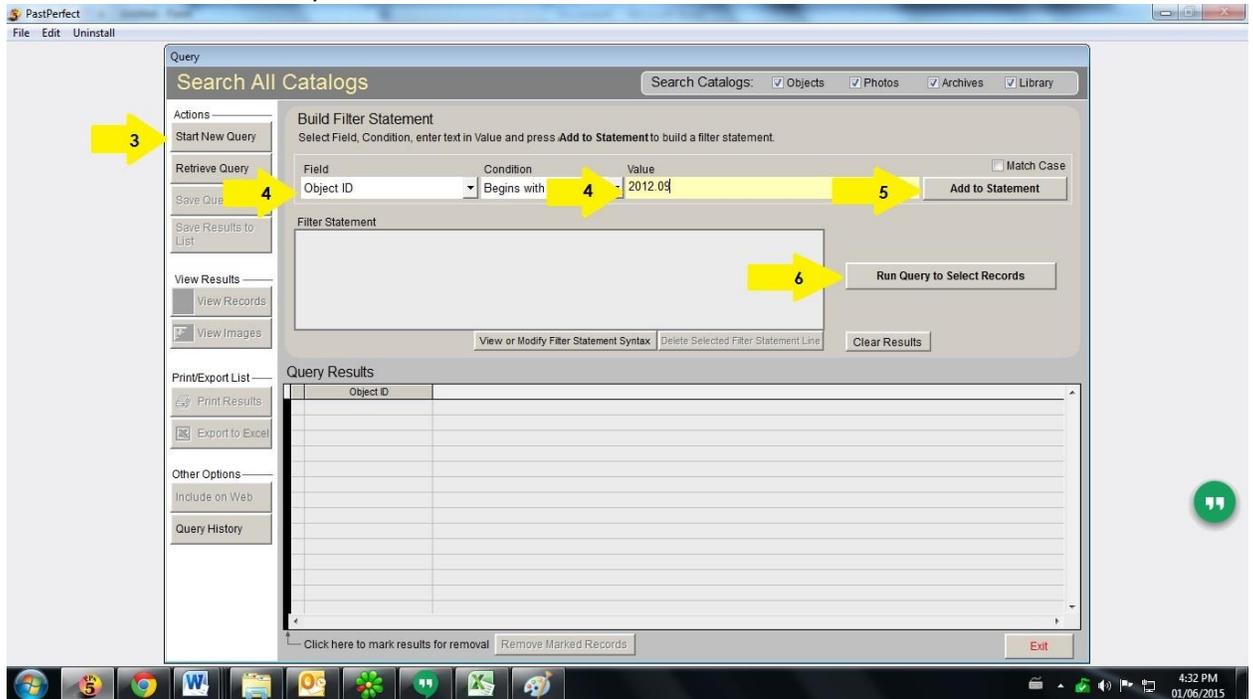


## Temporary Location Information Update Procedure

1. Load the Past Perfect Program and log-in with an appropriate account.
2. Look up a record by Querying all 4 Catalogs.

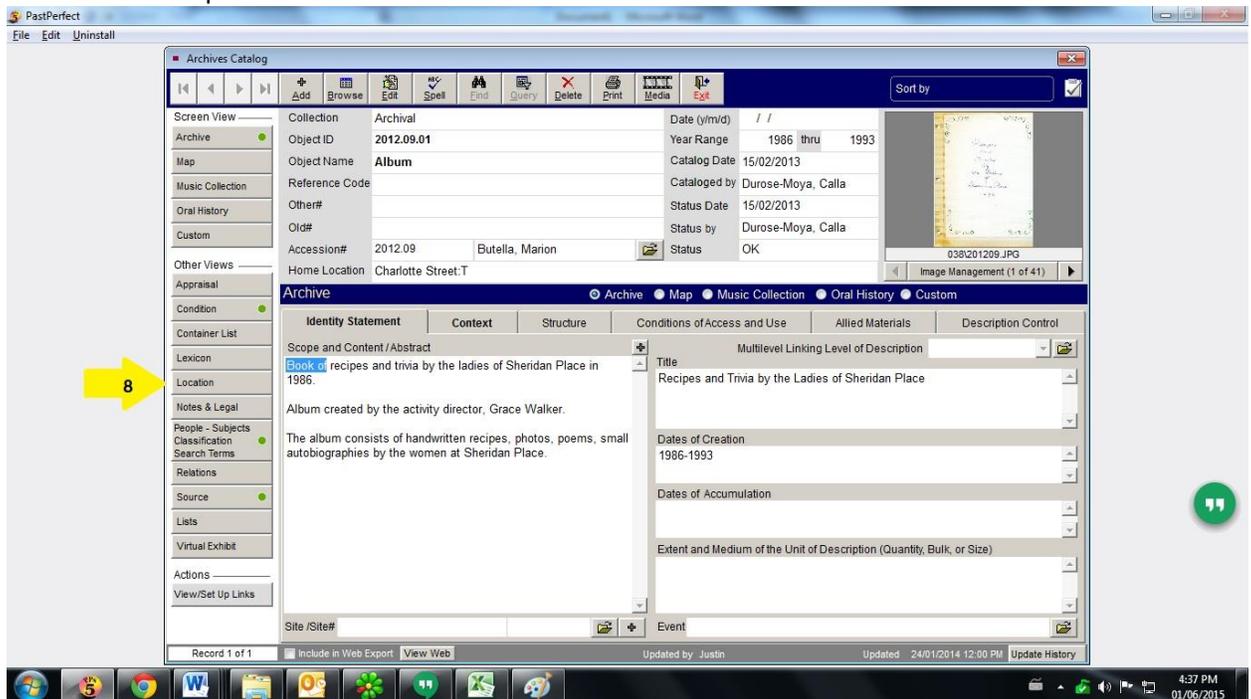


3. Click on Start a New Query

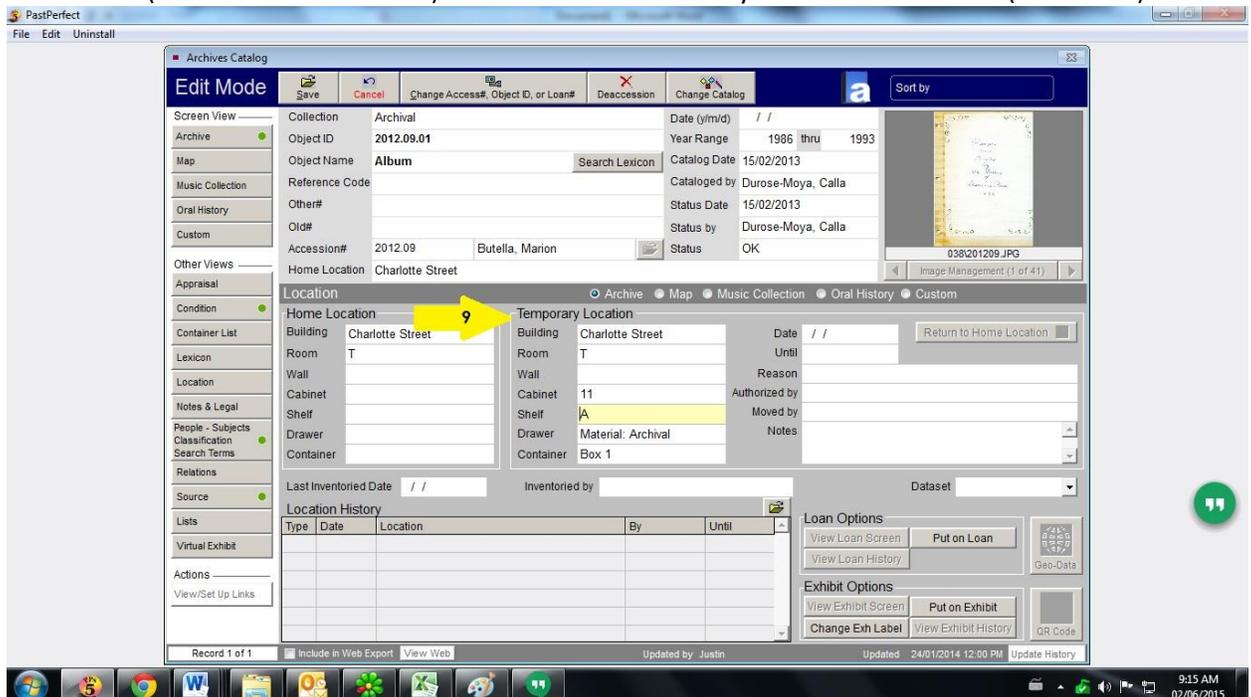


4. Under the Field Name select "Object ID" and in the Value field, enter the year and donor number (Ex: If your accession number is 2012.09.01, then your Object ID is "2012.09".)
5. Select "Add to Statement".
6. Select "Run Query to Select Records".

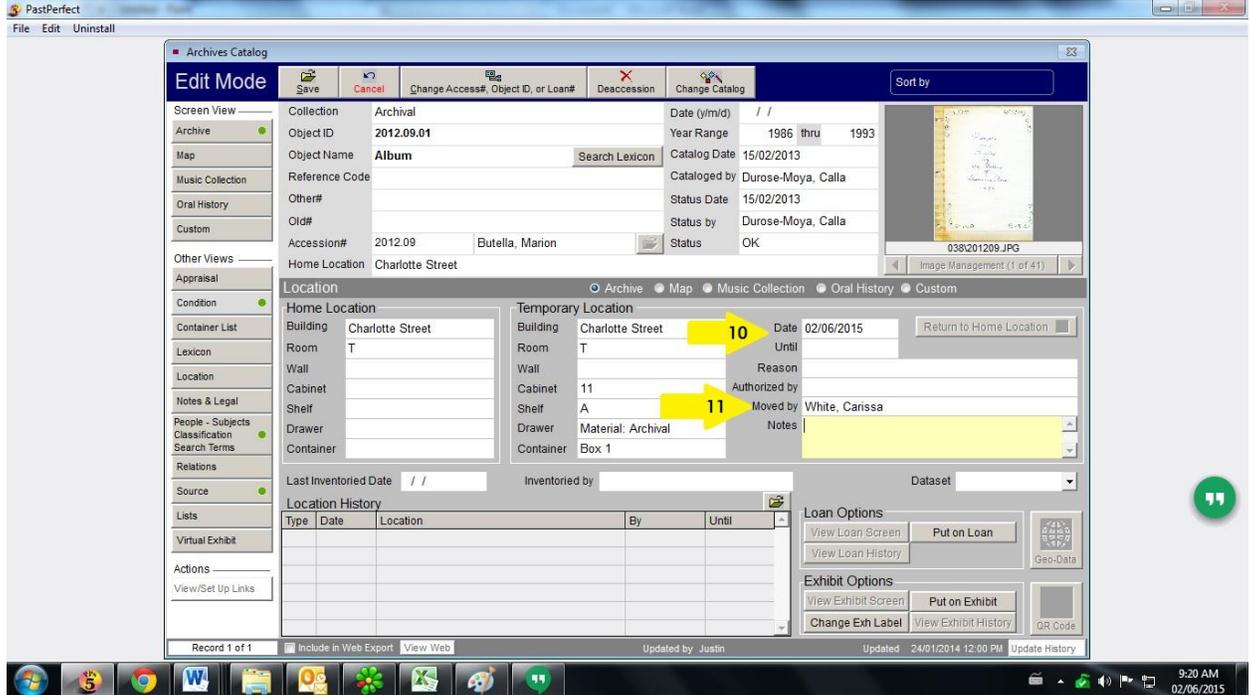
- Once you have done this, a list of results will be generated all starting with that Object ID. Select the correct Accession number from the list by double clicking the Accession number.
- The Record will then be loaded and should look like below. Click the Location Tab on the left hand side of the panel.



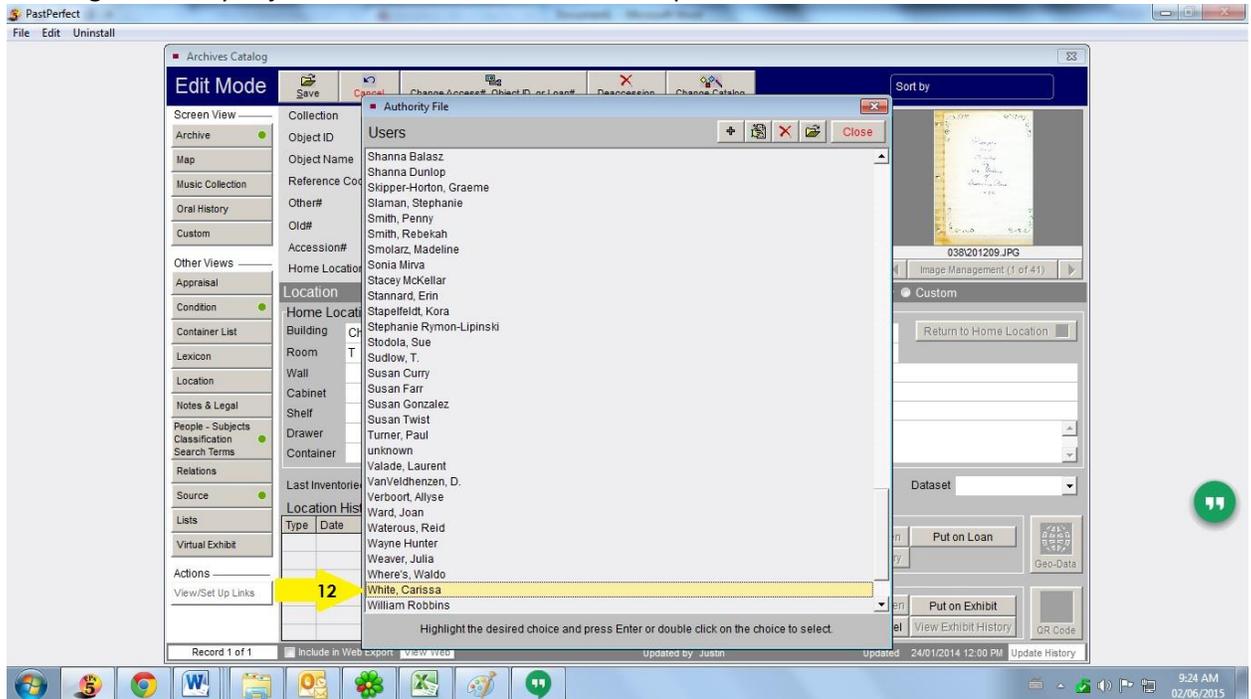
- Click on Edit so that you can add information into the database. In the Home Location Field in the Centre of the screen, update the location by entering the Building, Room, Cabinet and Shelf. These will be indicated at the top of the sheet. The Building will always be Charlotte Street, the Cabinet will be given a letter, and the Shelf will be a number. The Drawer will always be "Material:" (Ex: "Material: Archival"). The Container will always be the Box Number (Ex: Box 73).



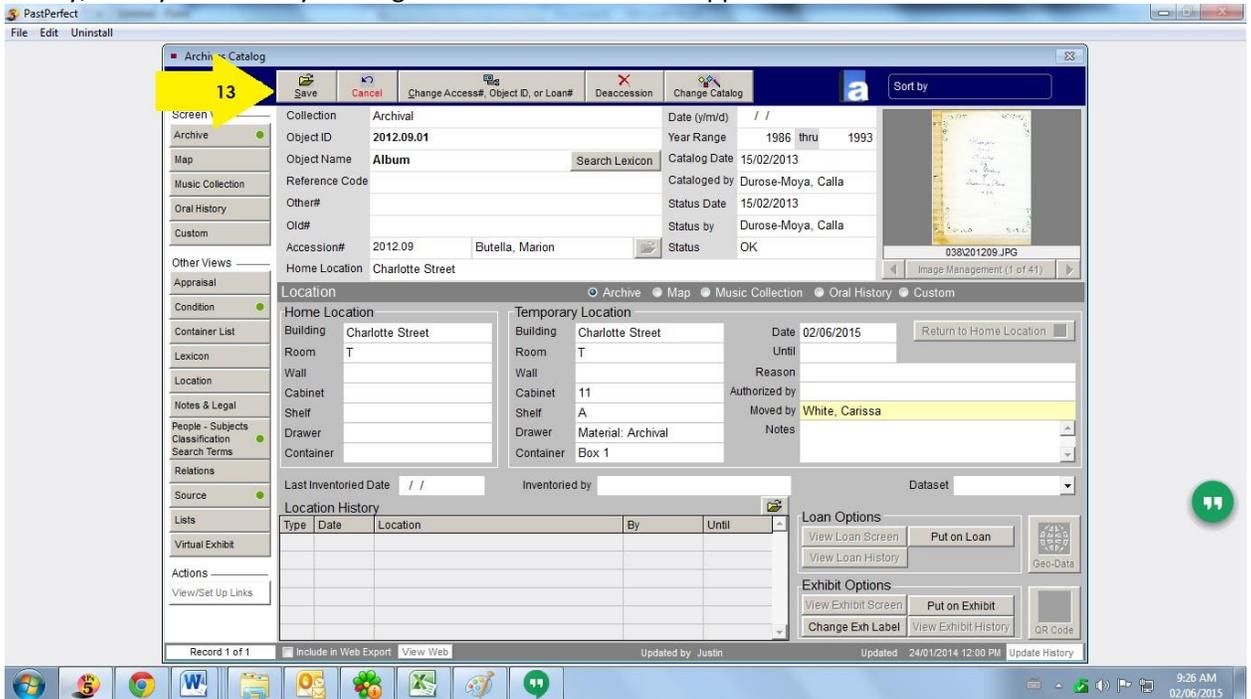
- In the next Column enter the date by hitting the **F8** key which will automatically enter today's date.



- In the moved by field, click on the field to select it and then right click to bring up a list of name.
- Always Select **"Etherington, Nathan"** by double clicking on that name. This is how we are tracking how many objects in the collection have been updated.



13. Finally, Save your work by clicking the Save button on the upper left hand corner of the screen.



14. Repeat steps 2 through 13 for the next object.