Replacing incorrect stored data in automatic lookup fields

An automatic lookup field can be one of several types. The following steps outline the process of correcting data in an automatic lookup field that when entered does not offer the option to edit the list. This is normally because it is setup to automatically present a list of previous record entries into that field (even if they are misspelled).

View List Find Call Find All Calls Priority Cal Reports (11)Pro-Filer Sig. Code Call Type Nature of Complaint City State Zip Code _iberty ▼ MO Ŧ 64068 Ŧ Rp one Dallas Report Area hè A to B Liberrty Directions Liberty Map RP

Before you start correcting this list be sure and backup your CrimeSoft files !!!!

In the above screen shot there is 2 occurrences of the City of Liberty, one of them is misspelled (double r). This is because one or more reports have the city listed with the incorrect spelling. In order to remove the incorrect spelling from the list we must correct the spelling in the reports that list it incorrectly. It is easier that you think!

First enter the find mode by clicking on the "Find Record" or "Find Call" button on the button bar at the top. Once in the find mode click the arrow on the right side of the field that you wish to correct. See Below

New Call View List Re	norts Find Call	Find All Calls Priority Call	Delete Call
			Pro-Filer
Received via Sig. Code Cal	II Type	Nature of Complaint	
٩	City	State Zip Code	
t Rp Phone Rp	Dallas Liberrty Liberty	Report Area	A to B Directions
ta		Mi	ap RP

Next select the incorrect entry, in this case the misspelling 'Liberrty' (below)

Code Call Type				Nature of Complaint			
	Q,		Q,				
		City			State	2	Zip Code
		Liberrt	y	T		•	Q,
	Rp	Street A	ddress				Repor
C	ſ.						Q

Now press the 'Enter' key on your keyboards numeric pad or if you are using a laptop click either the 'Continue' or 'Perform Find' button (depends on your FileMaker version). You will notice (screen shot below) at the top of the screen (side of screen for versions prior to version 10) the number of matching records that were found, in this case there are 2.



Next you need to click once more into the field that you want to change (in this example the 'City' field) so that it is highlighted (see below).

ia Si	g. Code	Call Type	Nature of	Complai
		City	State	Zip C
		Liberrty	▼ MO 1	222
p Phone	2	Rp Street Address	<u> </u>	F

Then with the field selected click on the 'Records' pull down menu and click the 'Replace Field Contents' (see below)

- ICESI						
Format	Records	Scripts	Window	Help		
] (0) 2 F	<u>N</u> ew Dupli <u>D</u> elet	<u>N</u> ew Record Duplic <u>a</u> te Record <u>D</u> elete Record			Ctrl+N Ctrl+D Ctrl+E	Delete Rec
	Dele <u>t</u>	e Found	Records			
2	<u>G</u> o to Refre	Record es <u>h</u> Windo	ow	Ctrl+9	► Shift+R	
	Sho <u>w</u> Show	<u>ı</u> All Reco ı Om <u>i</u> tted	rds Only		Ctrl+J	
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	<u>S</u> ort I Unso	<u>S</u> ort Records			Ctrl+S	_
Call Data	Repla	ace Field	Contents		Ctrl+=	
0 12:36	Reloc	kup Field	Contents		6	ulti-View
1 Unit	<u>R</u> eve	rt Record	i			2 Unit 3

A dialog box (below) will open, click on the "Specify..." to the right of 'Replace with calculated result' .

_	Replace Field Contents	
	Permanently replace the contents of the field "city" in the 2 records of the current found set?	;
d	Replace with: "Liberrty"	
16 5]	O Replace with serial numbers:	
tir	Initial value; 1	2
316	Increment by: 1	
r	Update serial number in Entry Options?	
v	Replace with calculated result: Specify	
	Replace Cancel	

Another box will open (below). Since this field is a text field it states that the calculation result must be text. Enter the correct spelling in this case "Liberty". *Important note:* whenever you enter text into a calculation field that states that the result must be text it MUST include the quotation marks. If you are entering a number into a number filed (like the zip code field) do not include quotation marks.

Specify Calculation				×
This calculation will be evaluated	based on context	determined at ru	ntime.	
Current Layout ("DEF1_CFS")	V Operators	View:	all functions by name	~
activity # assisting unit 1 assisting unit 2 assisting unit 2 assisting unit 3 assisting unit 4 assisting unit 5 assisting unit 6 ast agency amb ast agency fd ast agency juv	 & / = + > • ≥ • + an or • + an or 	Abs (Acos Asin (Atan Avera Case Ceiling r or ot V Code	number) (number) (number) age (field {; field}) (test1; result1 {; test2; resul g (number) (number) se (test; result0 {; result1; re (text)	
"Liberty"]				
Calculation result must be Text				
Learn More			OK Canc	el .

Click OK

Replace Field Contents				
Permanently replace the contents of the field "city" in the 2 records of the current found set?				
Replace with: "Liberrty"				
O Replace with serial numbers:				
Initial value: 1				
Increment by: 1				
Update serial number in Entry Options?				
Replace with calculated result: Specify				
Replace Cancel				

The dialog box above is again displayed it states 'Permanently replace the contents of the field "city" in the 2 records of the current found set' and the 'Replace with calculated result' is selected.

Click "Replace" and your records are instantly corrected and now the drop down list for that field no long displays the incorrect spelling (below).

Sia Cada C			Nature of C	emploint
Sig. Code C	аптуре		Nature of C	omplaint
	City		State	Zip Code
	Liberty	•	MO 🔻	22222
hone R	p Dallas		1	Report
	Liberty		- V	
			γ	
Activity #	◀ ▶ .	Multi-V	/iew C	itations