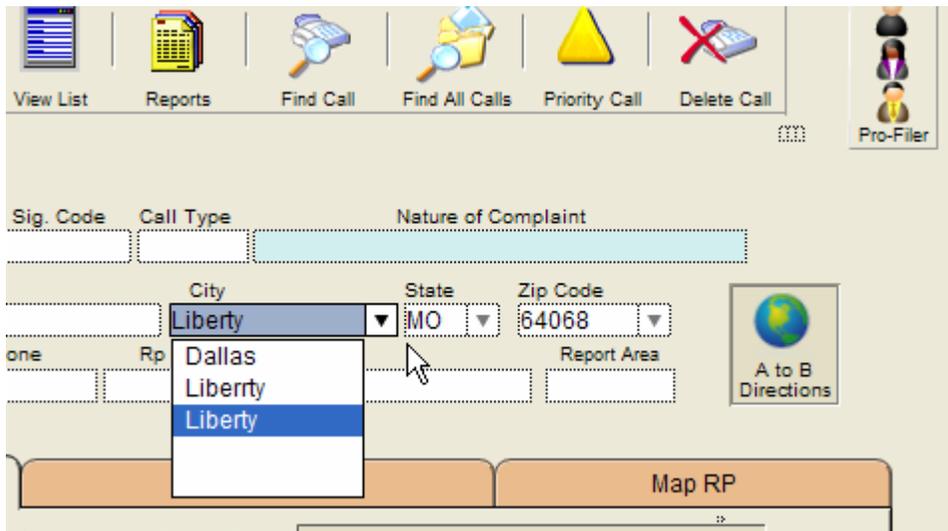


Replacing incorrect stored data in automatic lookup fields

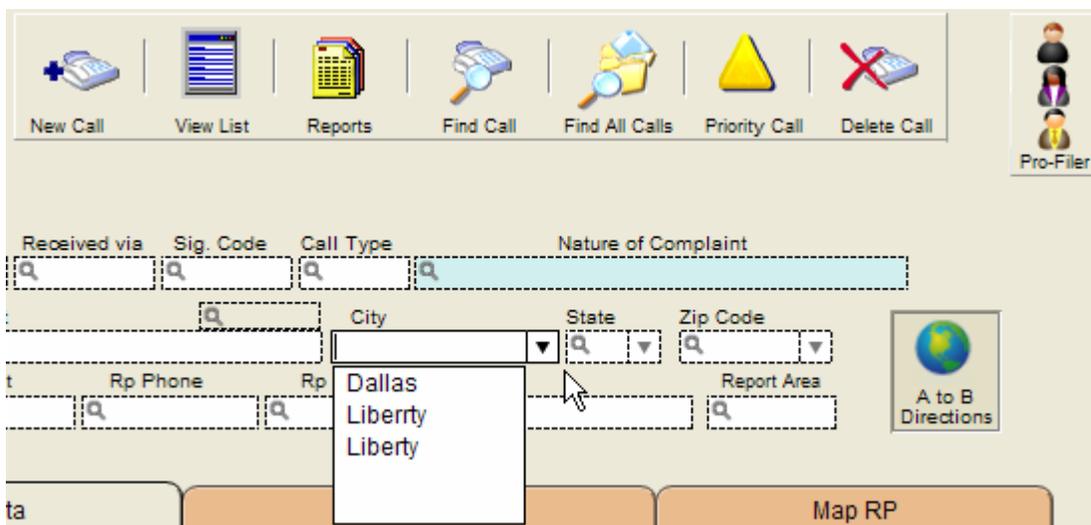
An automatic lookup field can be one of several types. The following steps outline the process of correcting data in an automatic lookup field that when entered does not offer the option to edit the list. This is normally because it is setup to automatically present a list of previous record entries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

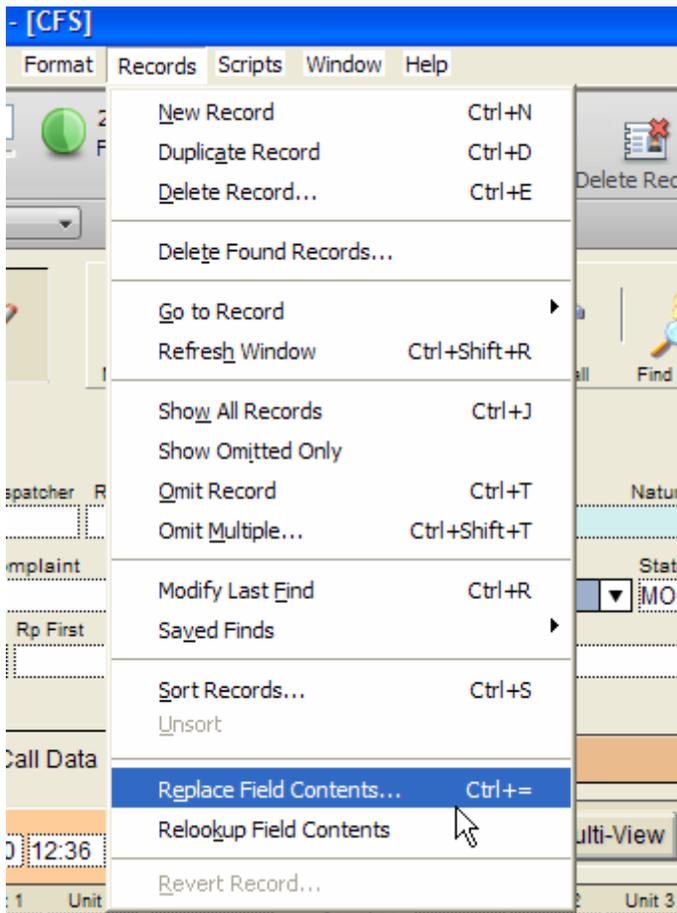
Before you start correcting this list be sure and backup your CrimeSoft files !!!!



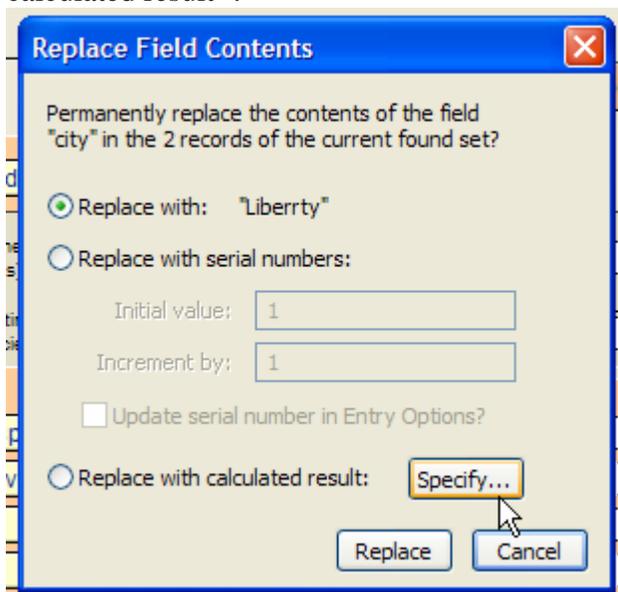
In the above screen shot there is 2 occurrences of the City of Liberty, one of them is misspelled (double r). This is because one or more reports have the city listed with the incorrect spelling. In order to remove the incorrect spelling from the list we must correct the spelling in the reports that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

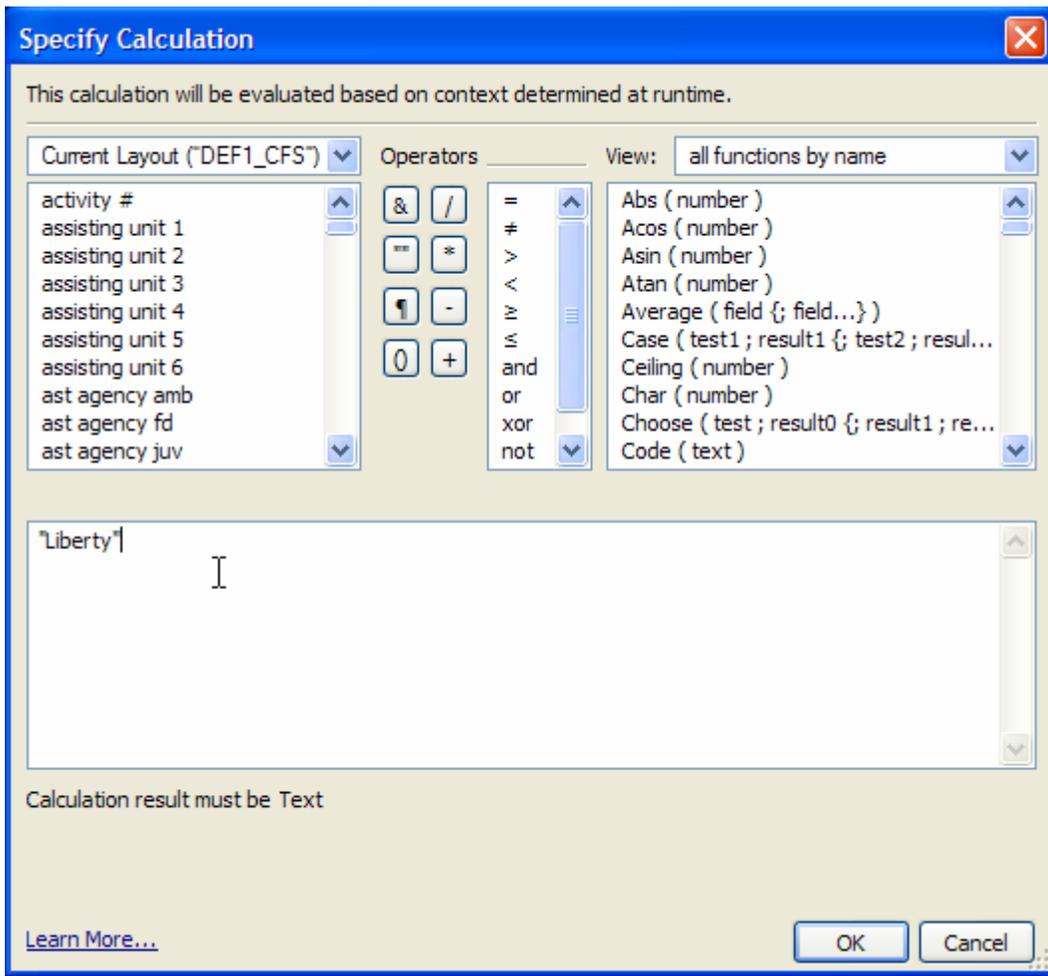




A dialog box (below) will open, click on the “Specify...” to the right of ‘Replace with calculated result’ .



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 field (like the zip code field) do not include quotation marks.**



Click OK



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).

Sig. Code	Call Type	Nature of Complaint		
<input type="text"/>	<input type="text"/>			
<input type="text"/>	City	State	Zip Code	
<input type="text"/>	Liberty	MO	22222	
Phone	Rep			Report #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<div style="border: 1px solid black; padding: 2px;"><div style="border-bottom: 1px solid black; padding: 2px;">Liberty</div><div style="border-bottom: 1px solid black; padding: 2px;">Dallas</div><div style="border-bottom: 1px solid black; padding: 2px;">Liberty</div></div>				
ay	Activity #	<input type="text"/>	<input type="button" value="Multi-View"/>	<input type="button" value="Citations"/>