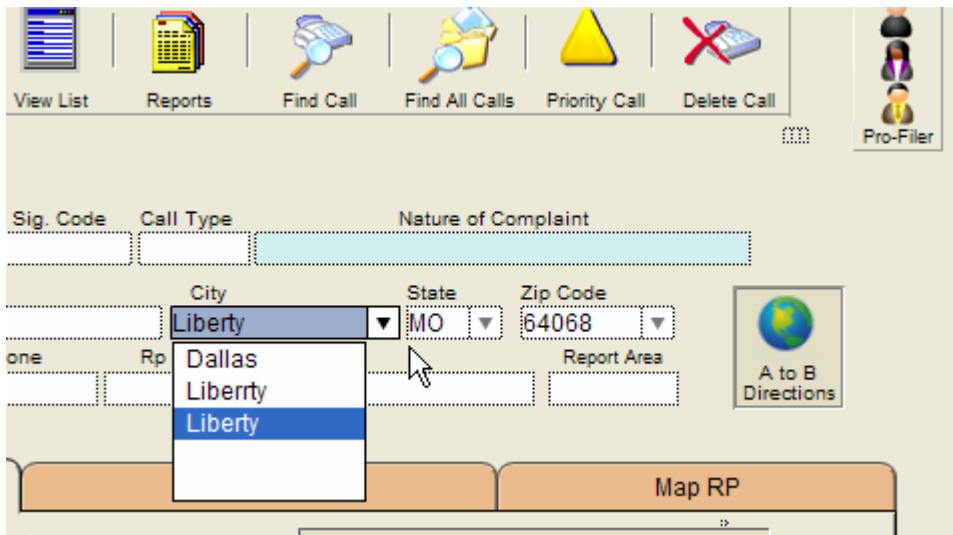


Replacing incorrect stored data in automatic lookup fields

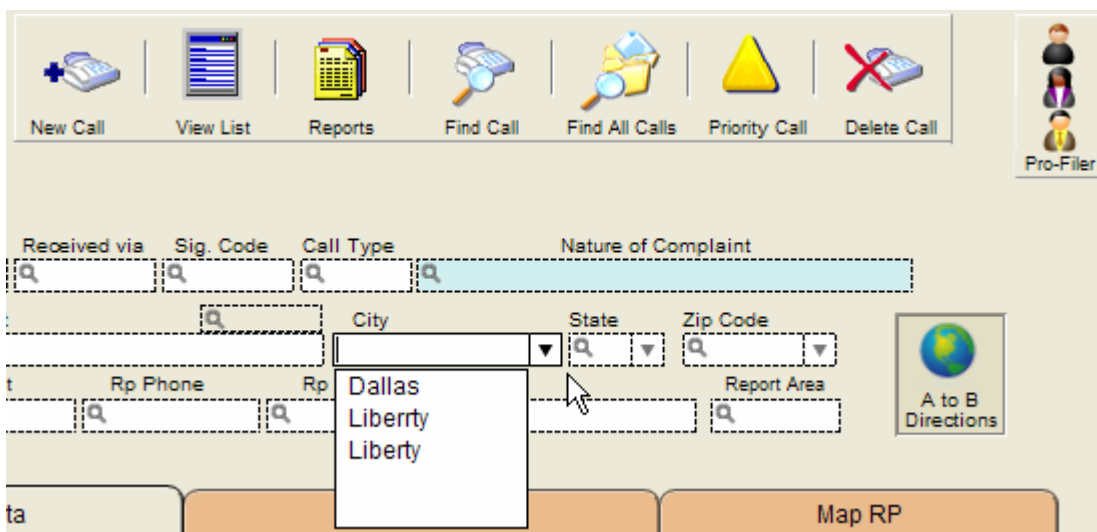
An automatic lookup field can be one of several types. The following steps outline the process of correcting data in an automatic lookup field that when entered does not offer the option to edit the list. This is normally because it is setup to automatically present a list of previous record entries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



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

A screenshot of a search form. The 'City' field contains the text 'Liberry'. Other fields include 'Code', 'Call Type', 'Nature of Complaint', 'State', 'Zip Code', and 'Rp Street Address'. Search icons are present in several fields.

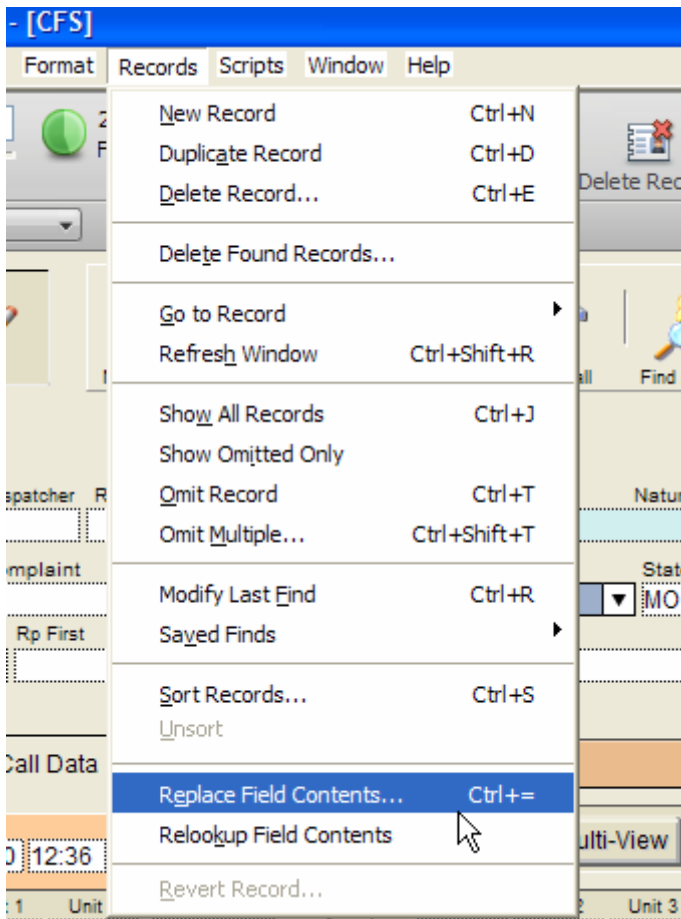
Now press the 'Enter' key on your keyboards numeric pad or if you are using a laptop click either the 'Continue' or 'Perform Find' button (depends on your FileMaker version). You will notice (screen shot below) at the top of the screen (side of screen for versions prior to version 10) the number of matching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

A screenshot of the FileMaker interface. At the top, a status bar shows '2 / 5 Found (Unsorted)'. Below this is a toolbar with buttons for 'Menu', 'Setup', 'New Call', 'View List', 'Reports', 'Find Call', and 'Find All Calls'. The main area shows a table with columns: 'Call #', 'Dispatcher', 'Received via', 'Sig. Code', 'Call Type', and 'Nature of Co'. The 'City' field in the table is highlighted with a blue background and contains the text 'Liberry'. The 'State' field contains 'MO'.

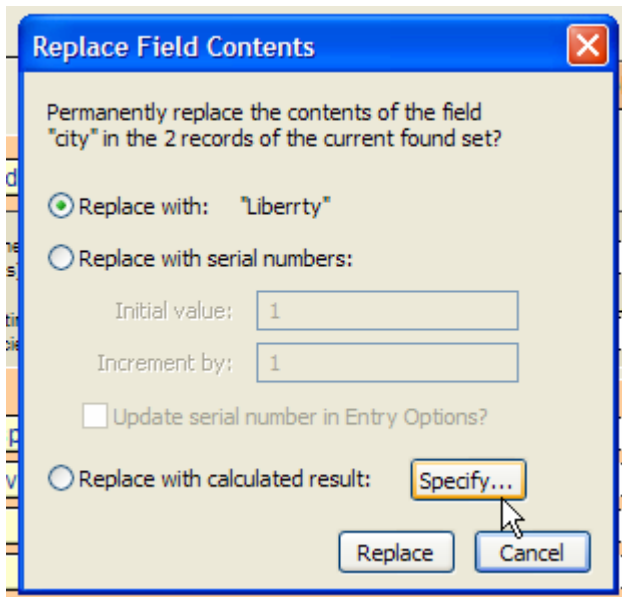
Next you need to click once more into the field that you want to change (in this example the 'City' field) so that it is highlighted (see below).

A screenshot of the FileMaker interface, similar to the previous one, but with the 'City' field in the table highlighted with a blue background. A mouse cursor is pointing at the 'City' field.

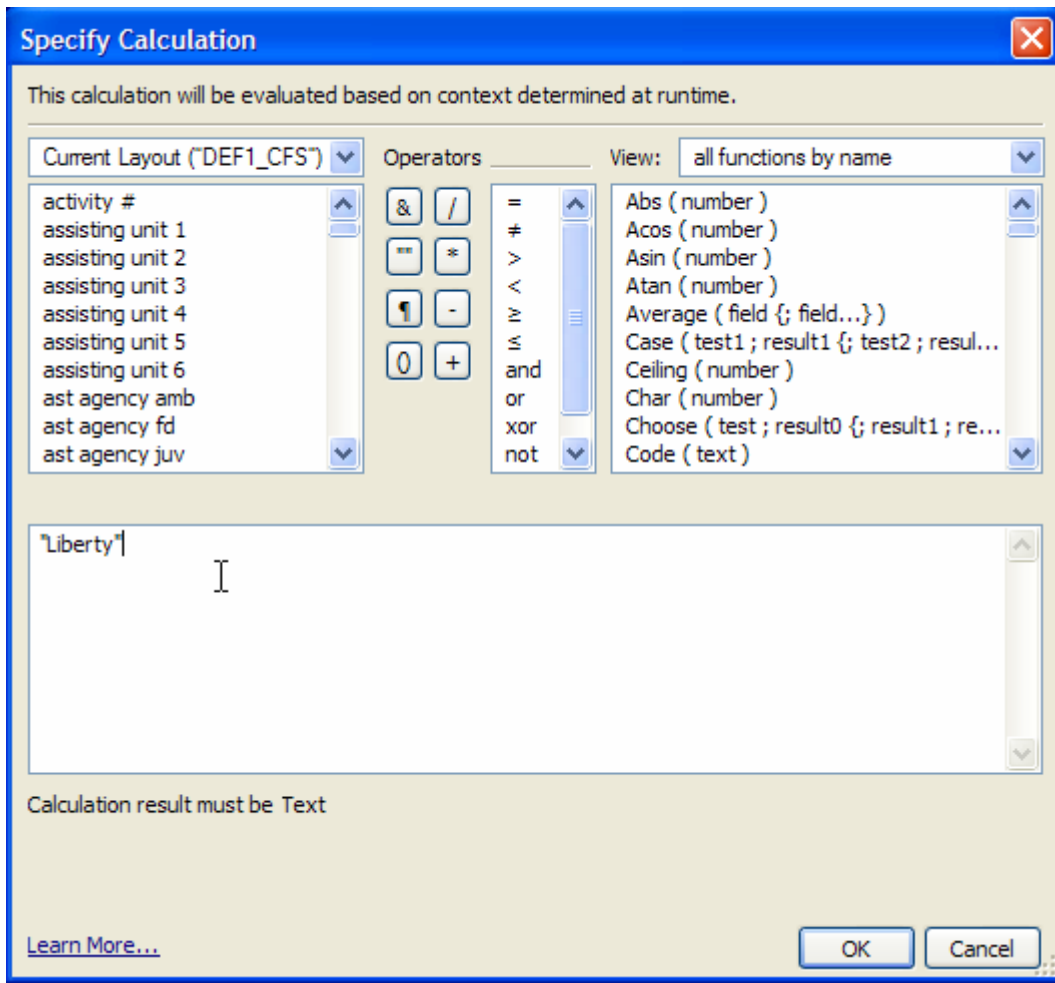
Then with the field selected click on the 'Records' pull down menu and click the 'Replace Field Contents' (see below)



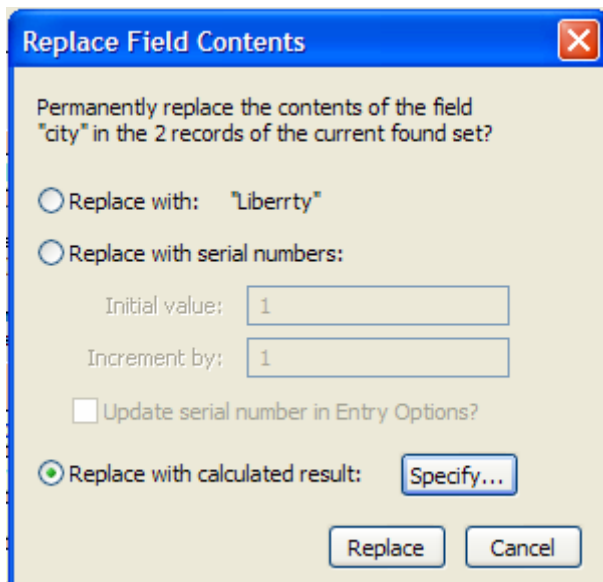
A dialog box (below) will open, click on the “Specify...” to the right of ‘Replace with calculated result’ .



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 longer displays the incorrect spelling (below).

Sig. Code	Call Type	Nature of Complaint	
	City	State	Zip Code
	Liberty	MO	22222
Phone	Rp		Report #
	Dallas		
	Liberty		
ay	Activity #	Multi-View	Citations