

Appendix: Fields Supporting Default Values

A default value is data that can be pre-recorded and then will automatically be entered into a field whenever a user creates a new record containing that field. For example, if you enter `Mixed materials` as a default value for the **Instance Type** field that phrase automatically appears in the **Instance Type** field whenever a new instance record is created for your repository. The default value can be edited in any given record, if necessary. The default value can also be modified at any given time. Changes to the default will not affect records retrospectively, but only records yet to be created.

The default value feature is available for selected fields only. The following table includes the **Table**, **Field Label**, and **Field Name** for fields that can have a default value. This information is necessary for navigating and using the **Default Values** tab in the repository record, where default values are established and stored.

Table	Field Label	Field Name
Accessions	Access Restrictions	accessRestrictions
	Access Restrictions Note	accessRestrictionsNote
	Accession Number	accessionNumber1
	Acknowledgement Sent	acknowledgementSent
	Acquisition Type	acquisitionType
	Agreement Received	agreementReceived
	Agreement Sent	agreementSent
	Cataloged	cataloged
	Cataloged Date	catalogedDate
	Cataloged Note	catalogedNote
	Condition	conditionNote
	Container Summary	containerSummary
	Description	description
	Disposition Note	accessionDispositionNote
	Extent Measurement	extentType
	General Accession Note	generalAccessionNote
	Inventory	inventory
	Processed	accessionProcessed
	Processed Date	accessionProcessedDate
	Processing Plan	processingPlan
	Processing Priority	processingPriority
	Processing Started Date	processingStartedDate
	Processing Status	processingStatus
Processors	processors	
Resource Type	resourceType	

	Restrictions Apply	restrictionsApply
	Retention Rule	retentionRule
	Rights Transferred	rightsTransferred
	Rights Transferred Date	rightsTransferredDate
	Rights Transferred Note	rightsTransferredNote
	Title	title
	Use Restrictions	useRestrictions
	Use Restrictions Note	useRestrictionsNote
	User Defined Boolean 1	userDefinedBoolean1
	User Defined Boolean 2	userDefinedBoolean2
	User Defined Date 1	userDefinedDate1
	User Defined Date 2	userDefinedDate2
	User Defined Integer 1	userDefinedInteger1
	User Defined Integer 2	userDefinedInteger2
	User Defined Real 1	userDefinedReal1
	User Defined Real 2	userDefinedReal2
	User Defined String 1	userDefinedString1
	User Defined String 2	userDefinedString2
	User Defined String 3	userDefinedString3
	User Defined Text 1	userDefinedText1
	User Defined Text 2	userDefinedText2
	User Defined Text 3	userDefinedText3
	User Defined Text 4	userDefinedText4
ArchDescriptionAnalogInstances	Container 1 Alphanumeric Indicator	container1AlphaNumericIndicator
	Container 1 Numeric Indicator	container1NumericIndicator
	Container 1 Type	container1Type
	Container 2 Alphanumeric Indicator	container2AlphaNumericIndicator
	Container 2 Numeric Indicator	container2NumericIndicator
	Container 2 Type	container2Type
	Container 3 Alphanumeric Indicator	container3AlphaNumericIndicator
	Container 3 Numeric Indicator	container3NumericIndicator
	Container 3 Type	container3Type
	Instance Label	instanceLabel
ArchDescriptionNames	Name Link Form	form
	Name Link Function	nameLinkFunction
	Name Link Creator / Subject Role	role
Bibliography	Note	note
	Title	title
ChronologyList	Note	note

Fields Supporting Default Values

	Title	title
Deaccessions	Description	description
	Disposition	disposition
	Extent	extent
	Extent Measurement	extentType
	Notification	notification
	Reason	reason
Digital Objects	Ead Dao Actuate	eadDaoActuate
	Ead Dao Show	eadDaoShow
	Label	label
	Language Code	languageCode
	Object Type	objectType
	Restrictions Apply	restrictionsApply
	Title	title
FileVersions	Ead Dao Actuate	eadDaoActuate
	Ead Dao Show	eadDaoShow
	Use Statement	useStatement
Index	Note	note
	Title	title
ListDefinition	Note	note
	Title	title
ListOrdered	Note	note
	Numeration	numeration
	Title	title
Locations	Area	area
	Building	building
	Classification Number	classificationNumber
	Coordinate 1	coordinate1
	Coordinate 1 Alphanumeric Indicator	coordinate1AlphaNumIndicator
	Coordinate 1 Label	coordinate1Label
	Coordinate 1 Numeric Indicator	coordinate1NumericIndicator
	Coordinate 2	coordinate2
	Coordinate 2 Alphanumeric Indicator	coordinate2AlphaNumIndicator
	Coordinate 2 Label	coordinate2Label
	Coordinate 2 Numeric Indicator	coordinate2NumericIndicator
	Coordinate 3	coordinate3
	Coordinate 3 Alphanumeric Indicator	coordinate3AlphaNumIndicator

	Coordinate 3 Label	coordinate3Label
	Coordinate 3 Numeric Indicator	coordinate3NumericIndicator
	Coordinates	coordinates
	Floor	floor
	Room	room
LookupListsItems	Code	code
	Editable	editable
	List Item	listItem
NameContactNotes	Label	label
Names	Description Type	descriptionType
	Rules	nameRule
	Source	nameSource
RepositoryNotes	Label	label
RepositoryStatistics	Administration	functDistAdmin
	Administration Offices	administrationOffices
	Classrooms	classrooms
	Collections Storage	collectionsStorage
	Digitization	digitization
	Exhibit Loans	exhibitLoans
	Food Beverage	foodBeverage
	Historical	collFociHistorical
	Institutional	collFociInstitutional
	Major Subject Areas	majorSubjectAreas
	Manuscript	collFociManuscript
	Net Usable Area	netUsableArea
	Non Professional FTE	nonProfessionalFTE
	Other	collFociOther
	Percentage Off Site	percentageOffSite
	Personal Papers	collFociPersonalPapers
	Photographic Reproduction	photographicReproduction
	Preservation	functDistPreservation
	Processing	functDistProcessing
	Professional FTE	professionalFTE
	Reading Room	readingRoom
	Repository Statistics Id	repositoryStatisticsId
	Retail Gift Sales	retailGiftSales
	Student FTE	studentFTE
	Volunteer FTE	volunteerFTE
	Year Of Report	yearOfReport

Fields Supporting Default Values

Resources	Author	author
	Container Summary	containerSummary
	Description Rules	descriptionRules
	Ead FA Location	eadFaLocation
	Edition Statement	editionStatement
	Extent Measurement	extentType
	Finding Aid Note	findingAidNote
	Finding Aid Status	findingAidStatus
	Internal Only	internalOnly
	Language	languageCode
	Language of Finding Aid	languageOfFindingAid
	Level Label	level
	Other Level	otherLevel
	Resource Identifier	resourceIdentifier1
	Restrictions Apply	restrictionsApply
	Revision Description	revisionDescription
	Series	series
	Sponsor Note	sponsorNote
	Title	title
ResourcesComponents	Container Summary	containerSummary
	Extent Measurement	extentType
	Internal Only	internalOnly
	Language	languageCode
	Level	level
	Other Level	otherLevel
	Restrictions Apply	restrictionsApply
	Title	title
Subjects	Source	subjectSource
Users	Department	department