

Appendix A2.17

Fields with default value feature

A default value is data that 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 will be entered into the **Instance type** field whenever a new instance record is created for your repository. The default value can then be edited when necessary.

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 Toolkit's **Configure Application** interface, where default values are established.

Table	Field Label	Field Name
ArchDescriptionAnalogInstances	Instance Type	instanceType
	Container Label	containerLabel
	Barcode	barcode
	Location	location
Subjects	Subject Scope Note	subjectScopeNote
	Subject Term Type	subjectTermType
	Subject Term	subjectTerm
Accessions	Date End	dateEnd
	Date Begin	dateBegin
	Date Expression	dateExpression

	Extent Type	extentType
	Extent Number	extentNumber
	Bulk Date End	bulkDateEnd
	Bulk Date Begin	bulkDateBegin
	Agreement Sent	agreementSent
	Acknowledgement Date	acknowledgementDate
	Accession Date	accessionDate
	Agreement Received	agreementReceived
	Locations	locations
	Accession Number	accessionNumber
	Display Creator	displayCreator
	Repository	repository
	Display Repository	displayRepository
	Display Source	displaySource
Resources	Date End	dateEnd
	Date Begin	dateBegin
	Date Expression	dateExpression
	Extent Type	extentType

	Extent Number	extentNumber
	Bulk Date End	bulkDateEnd
	Bulk Date Begin	bulkDateBegin
	Instances	instances
	Finding Aid Date	findingAidDate
	Finding Aid Subtitle	findingAidSubtitle
	Finding Aid Title	findingAidTitle
	Ead Fa Unique Identifier	eadFaUniqueIdentifier
	Revision Date	revisionDate
	Resource Identifier	resourceIdentifier
	Repository Processing Note	repositoryProcessingNote
	Display Creator	displayCreator
	Display Repository	displayRepository
	Display Source	displaySource
NonPreferredNames	Family Name Prefix	familyNamePrefix
	Family Name	familyName
	Personal Title	personalTitle
	Personal Direct Order	personalDirectOrder

	Personal Fuller Form	personalFullerForm
	Name Type	nameType
	Sort Name	sortName
	Corporate Primary Name	corporatePrimaryName
	Corporate Subordinate1	corporateSubordinate1
	Corporate Subordinate2	corporateSubordinate2
	Personal Primary Name	personalPrimaryName
	Personal Rest Of Name	personalRestOfName
	Personal Prefix	personalPrefix
	Personal Suffix	personalSuffix
	Personal Dates	personalDates
	Create Sort Name Automatically	createSortNameAutomatically
NameContactNotes	Sequence Number	sequenceNumber
	Note Text	noteText
ExternalReference	Sequence Number	sequenceNumber
	Content	content
	Type	type
	Ead Ingest Problem	eadIngestProblem

	Repeating Data Type	repeatingDataType
Deaccessions	Date	date
ArchDescriptionInstances	Instance Type	instanceType
ArchDescriptionRepeatingData	Sequence Number	sequenceNumber
	Content	content
	Type	type
	Ead Ingest Problem	eadIngestProblem
	Repeating Data Type	repeatingDataType
BibItems	Sequence Number	sequenceNumber
ChronologyItems	Sequence Number	sequenceNumber
IndexItems	Sequence Number	sequenceNumber
ListOrderedItems	Sequence Number	sequenceNumber
ListDefinitionItems	Sequence Number	sequenceNumber
FileVersions	Sequence Number	sequenceNumber
	Uri	uri
ArchDescriptionNotes	Sequence Number	sequenceNumber
	Content	content
	Type	type

	Ead Ingest Problem	eadIngestProblem
	Repeating Data Type	repeatingDataType
	Multi Part	multiPart
	Note Content	noteContent
	Note Type	noteType
Bibliography	Sequence Number	sequenceNumber
	Content	content
	Type	type
	Ead Ingest Problem	eadIngestProblem
	Repeating Data Type	repeatingDataType
Names	Family Name Prefix	familyNamePrefix
	Family Name	familyName
	Personal Title	personalTitle
	Personal Direct Order	personalDirectOrder
	Personal Fuller Form	personalFullerForm
	Personal Dates	personalDates
	Personal Suffix	personalSuffix
	Personal Prefix	personalPrefix

	Personal Rest Of Name	personalRestOfName
	Contact Phone	contactPhone
	Contact Mail Code	contactMailCode
	Contact Country	contactCountry
	Contact Region	contactRegion
	Contact City	contactCity
	Contact Address2	contactAddress2
	Contact Address1	contactAddress1
	Salutation	salutation
	Citation	citation
	Description Note	descriptionNote
	Contact Fax	contactFax
	Contact Email	contactEmail
	Contact Name	contactName
	Name Type	nameType
	Sort Name	sortName
	Corporate Primary Name	corporatePrimaryName
	Corporate Subordinate1	corporateSubordinate1

	Corporate Subordinate2	corporateSubordinate2
	Personal Primary Name	personalPrimaryName
	Create Sort Name Automatically	createSortNameAutomatically
DigitalObjects	Date End	dateEnd
	Date Begin	dateBegin
	Mets Identifier	metsIdentifier
	Date Expression	dateExpression
	Display Creator	displayCreator
	Display Repository	displayRepository
	Display Source	displaySource
Index	Sequence Number	sequenceNumber
	Content	content
	Type	type
	Ead Ingest Problem	eadIngestProblem
	Repeating Data Type	repeatingDataType
Locations	Repository	repository
	Barcode	barcode
ResourcesComponents	Date End	dateEnd

	Date Begin	dateBegin
	Date Expression	dateExpression
	Component Unique Identifier	componentUniqueIdentifier
	Repository Processing Note	repositoryProcessingNote
	Instances	instances
	Bulk Date Begin	bulkDateBegin
	Bulk Date End	bulkDateEnd
	Extent Number	extentNumber
	Extent Type	extentType
	Display Creator	displayCreator
	Display Repository	displayRepository
	Display Source	displaySource
Users	Repository	repository
	Access Class	accessClass
	Email	email
	Title	title
	Full Name	fullName
	User Name	userName

RepositoryNotes	Sequence Number	sequenceNumber
	Note Text	noteText
ListOrdered	Sequence Number	sequenceNumber
	Content	content
	Type	type
	Ead Ingest Problem	eadIngestProblem
	Repeating Data Type	repeatingDataType
ListDefinition	Sequence Number	sequenceNumber
	Content	content
	Type	type
	Ead Ingest Problem	eadIngestProblem
	Repeating Data Type	repeatingDataType
Events	Sequence Number	sequenceNumber
ChronologyList	Sequence Number	sequenceNumber
	Content	content
	Type	type
	Ead Ingest Problem	eadIngestProblem
	Repeating Data Type	repeatingDataType

