

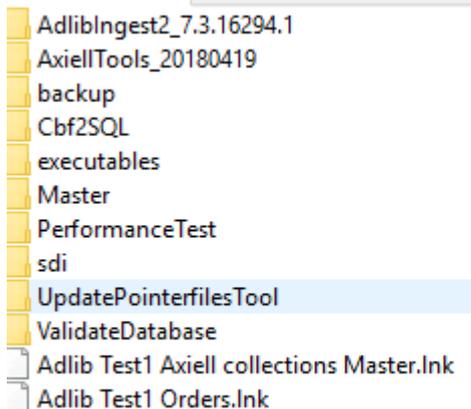


Removing a field can seem daunting but is one of the simplest ways of making an improvement to the flow of your system. We all have fields we don't and shouldn't use. This help sheet will show you how to remove them from a screen. It won't show you how to delete the field as a lot more consideration is required for that.

Before you remove a field you need to:

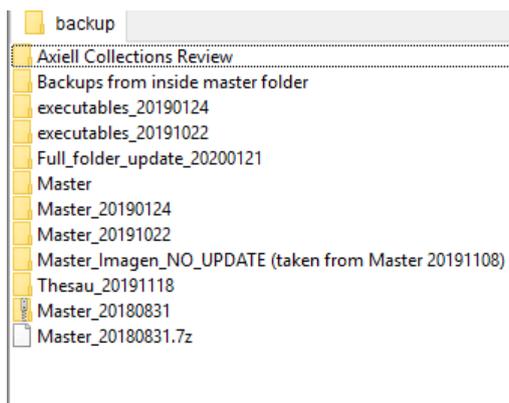
- 1) Work out the field you want to remove and the rationale behind this. Ensure it isn't in your procedures or a Spectrum required field.
- 2) Work out the screen you want to remove it from (In adlib ctrl + alt + S will show you the screen name).
- 3) Check if there is data in this field, this won't stop you removing it but might mean you want to review this data first. To do this go into advance search and enter your field name or tag and = * this will then tell you if there is data in this.
- 4) Back up your screens and database so if something goes wrong you can undo what you have done.

Back up



At IWM we have a backup folder inside each of our databases (live, test and training).

1. Copy the Master folder



2. Paste into the back up folder then rename with the date following this.

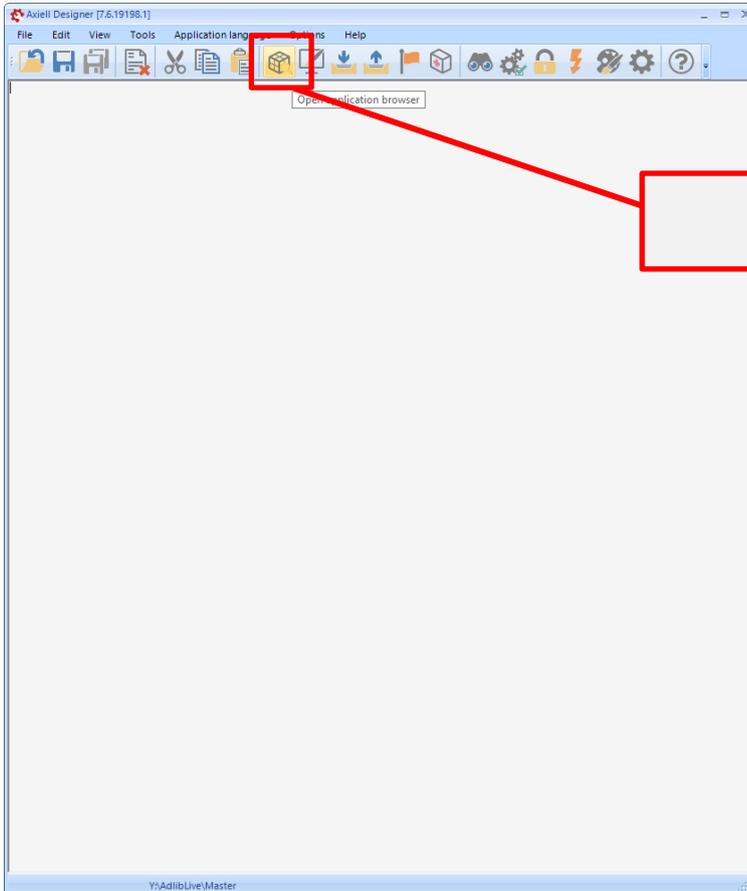
Removing the field from a screen

The image shows two screenshots of the Axiell Designer software interface. The top screenshot shows the main workspace. The bottom screenshot shows the same interface with a red box around the 'File' button in the top-left toolbar. A red arrow points from this button to a callout box. A green box highlights the taskbar at the bottom of the window.

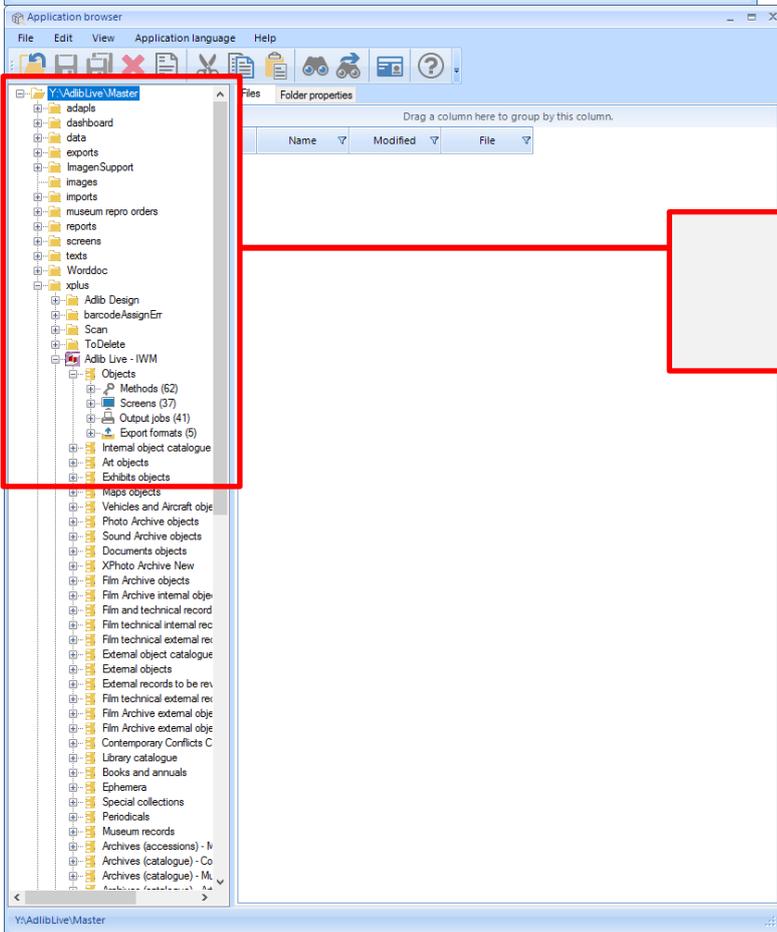
There are multiple ways of opening screens, personally I load mine via Xplus (or whatever your actual database is called). This way I can find it under the database or data set it is in. **Although if I modify it in one it will change for the rest.**

1. Open designer
2. Use the file button in the top left to point this at your database. **Always test your changes in a test or training database first**

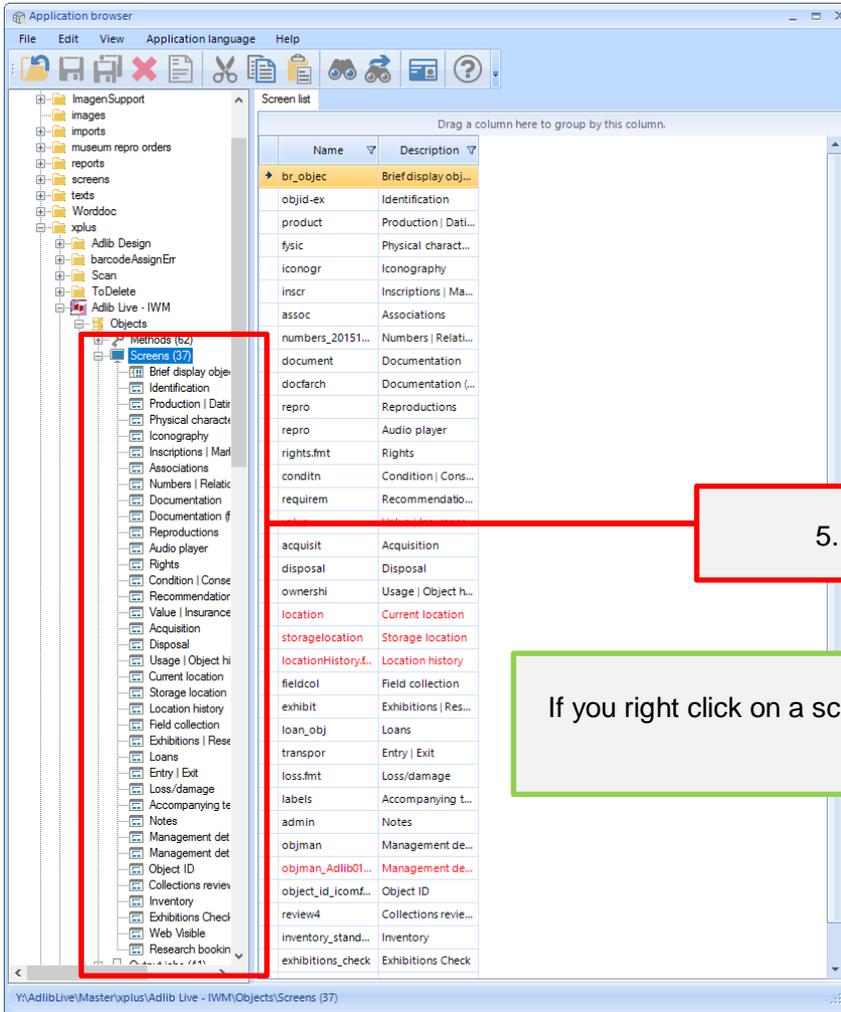
This will show you where you are pointing at in the bottom task bar



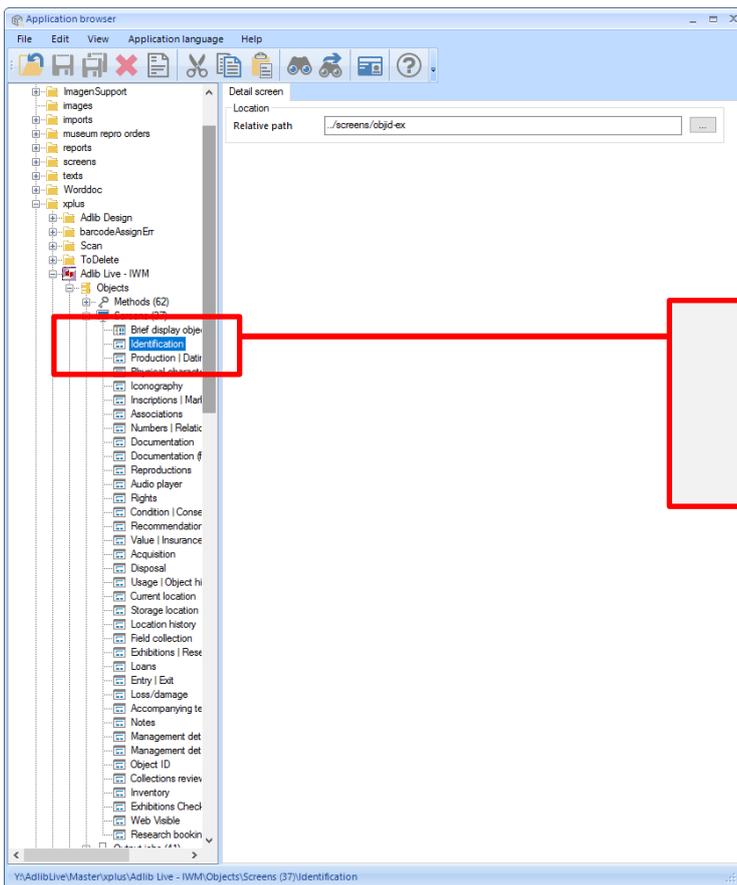
3. Open the application browser



4. Navigate to your Xplus/ application. Open the database/ dataset where the screen is located



If you right click on a screen you can changes its name.
😊



Screen editor

File Edit Insert Language Help Format

Identification

Institution name BA x3

Institution code I2

Administration name AG

Collection CL

Object number IN Rec. type rT

Part PA Tot. number QU

Copy number NS Edition NE

Distinguishing features DF

Current location ZA

Object name

Object category OC

Object name OB Type OT

Notes OO

Other name OD Type OE

Title and description

Title TI Type OY

Notes TY

Translated title TT Language TP

Description BE

Describer B3 Date B4

Hazards and requirements

HAP Stage Hs HAP Outcome Ho

HAP Confirmed by Hb HAP Date confirmed Hf

HAP Notes Hn

Hazard H1

Hazard notes H2

Legislation applicable AL

Requirements EH

Taxonomy

Taxonomic rank N2 Scient. name N3

Common name cn

Determiner DX Date DY

7. Find the field you wish to remove and click into it.

Screen editor

File Edit Insert Language Help Format

Identification

Institution name BA x3

Institution code I2

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Collection CL

Object number IN Rec. type rT

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Distinguishing features DF

Current location ZA

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Hazards and requirements

HAP Stage Hs HAP Outcome Ho

HAP Confirmed by Hb HAP Date confirmed Hf

HAP Notes Hn

Hazard H1

Hazard notes H2

Legislation applicable AL

Requirements EH

Taxonomy

Taxonomic rank N2 Scient. name N3

Common name cn

Determiner DX Date DY

8. Right click then select **Delete**. This will delete the field and the title for the field on the screen

Screen editor

File Edit Insert Language Help

Save

Identification

Institution name BA

Institution code I2

Administration name AG

Collection CL

Object number IN Rec. type RT

Part PA Tot. number QU

Copy number NS Edition NE

Current location ZA

Object name

Object category OC

Object name OB Type OT

Notes OO

Other name OD Type OE

Title and description

Title TI Type OY

Notes TY

Translated title TT Language TP

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Descriptor B3 Date B4

Hazards and requirements

HAP Stage Hs HAP Outcome Ho

HAP Confirmed by Hb HAP Date confirmed Hf

HAP Notes Hn

Hazard H1

Hazard notes H2

Legislation applicable AL

Requirements EH

Taxonomy

Taxonomic rank N2 Scient. name N3

Common name cn

Determiner DX Date DY

Identification (1,1)-(11,80) y:\adlibtest\master\screens\objid-ex.fmt

9. Click save, next time you open Adlib this will have changed. For Axiell Collections you will need to 'refresh the application pools'.

You may want to move fields around to get rid of the gap.

You can also just move fields around here if you want them in a different order.

Identification Production | Dating Physical characteristics Iconography Inscriptions | Markings Association

Identification

Institution name interna

Institution code

Administration name Photographs

Collection [ADMIRALTY OFFICIAL COLLECTION](#)

Object number A 1234 Rec. type single object

Part Tot. number

Copy number Edition

Current location

Object name

You can now see the field has gone.

It is worth noting that the more changes you make the more difficult it can be to upgrade at a later date. Simple screen changes like this probably won't cause an issue but it is worth keeping a change log so you can refer back to this if required.