

Record Type Template Maintenance

A Record Type is a specific type of material that has its own edit screen, containing the fields appropriate for that Record Type.

The Record Type Maintenance section allows you to define and maintain Record Types and their edit screens.



Note that defining Record Types should be done AFTER you have finished defining new fields in [Field Maintenance](#).

To access Record Type Templates Maintenance, select **System Management > Database Configuration > Record Type Templates Maintenance**.

This takes you to the following page, which displays the Record Type templates already defined in the application:

Record Type Template Maintenance Powered By: [SoostronGLOBAL](#)

Language: English OPAC: Default Application Standard: Soutron

System Name	Display Text	Short Co...	Sys	
<input checked="" type="checkbox"/> Amendment	Amendment	AM	<input checked="" type="checkbox"/>	Edit
<input checked="" type="checkbox"/> Article	Article	Art	<input checked="" type="checkbox"/>	Edit
<input checked="" type="checkbox"/> Book	Book	BK	<input checked="" type="checkbox"/>	Edit
<input checked="" type="checkbox"/> Book Chapter	Book Chapter	BC	<input checked="" type="checkbox"/>	Edit
<input checked="" type="checkbox"/> CD	CD	CD	<input checked="" type="checkbox"/>	Edit
<input checked="" type="checkbox"/> Conference Paper	Conference Paper	CP	<input checked="" type="checkbox"/>	Edit
<input checked="" type="checkbox"/> Conference Proceedings	Conference Proceedings	CPR	<input checked="" type="checkbox"/>	Edit
<input checked="" type="checkbox"/> Council Publications	Council Publications	COPUB	<input checked="" type="checkbox"/>	Edit
<input checked="" type="checkbox"/> Document	Document	DOC	<input checked="" type="checkbox"/>	Edit
<input checked="" type="checkbox"/> Journal	Journal	JR	<input checked="" type="checkbox"/>	Edit
<input checked="" type="checkbox"/> Leaflet	Leaflet	LF	<input checked="" type="checkbox"/>	Edit
<input checked="" type="checkbox"/> Map	Map	MA	<input checked="" type="checkbox"/>	Edit
<input checked="" type="checkbox"/> Website	Website	WS	<input checked="" type="checkbox"/>	Edit
<input checked="" type="checkbox"/> YouTube video	YouTube video	YTV	<input checked="" type="checkbox"/>	Edit

From here you can:

- [create a new Record Type](#)
- [edit an existing Record Type](#)
- [delete a Record Type](#)
- [deactivate / activate a Record Type](#)

Specifying field display names for different languages, OPACs and Application Standards

You can specify field names separately for different:

- [languages](#) - any languages that are enabled in the application
- [OPACs](#)
- [Application Standards](#)

Before adding or editing the fields in a Record Type template, select the language and/or OPAC that you wish to work with.

If no changes are made then the default name and field selections apply.