

# Content Type Maintenance

The Content Type Maintenance section allows you to define and maintain Content Types. A Content Type is a broad category of material, such as Monograph or Serial, which can be subdivided into more specific Record Types such as Book, Report, Directory, etc.

Each Content Type can have its own query screen and search results screen, so that the fields appropriate for that Content Type can be searched and displayed.

When searching the catalogue:

- if you choose to search only a specific Content Type, you may see a search screen designed specifically for that Content Type: otherwise you will be using the default search screen - the search screen for each Content Type and the default search screen are defined in [Search Screen Administration](#)
- search results are shown with records from each Content Type on a different tab, displaying fields relevant to that Content Type - the search results screen for each Content Type and the default search results screen are defined in [Search Results Administration](#)

These are the factors which will help you to decide how to categorise your collection.

This topic contains the following sections:

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

This takes you to the following page, which displays the Content Types already defined in the application:

## Defining the default search screen

The default search screen is used when searching across all Content Types.

To define the default search screen:

1. Click **Edit default search template** in the Actions menu
2. The following screen appears:
  3. The screen shot shows the default search screen already pre-defined in the application.
  4. Specify the fields that are to appear on the search screen, in the order in which they are to appear:
    - Starting at the top, click on the down arrow to show the list of field names. These are displayed in alphabetical order. Note that [Field Groups](#) are listed at the bottom.
    - Select the field you want.
  5. Continue until you have defined all the fields you need - you do not need to use all eight slots.

## Additional Search Fields drop-down list

The Additional Search Fields drop-down list allows searchers to select fields for searching other than those which are defined in the main area of the query screen. Which fields appear in this list are defined in [Field Maintenance](#).



If you do not want the Additional Search Fields drop-down list to appear at all on the search screen, all fields need to have this setting unticked in Field Maintenance.

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## Adding a new Content Type

To create a new Content Type, click **Add a new type** in the Actions menu.

The following screen appears above the list of Content Types:

Enter the following information (required fields have an asterisk next to the label):

<b>System Name *</b>	Name of the Content Type, eg Technical Reports
<b>Display Text</b>	Display Text if this is to be different from the System Name
<b>Short Code *</b>	Unique short code - this can be the same as the System Name
<b>Active</b>	By default new Content Types are active - un-tick if not
<b>Default</b>	Tick if this Content Type is to be the default Content Type when cataloguing new records
<b>Description</b>	Description of the Content Type if needed

When you have finished defining all the items described in the remainder of this section, click **Save** to save the definition.

## Select associated Record Types

If you have already defined Record Types, tick the Record Types which will be associated with this new Content Type. Otherwise, this can be done later.

## Defining the search screen

The next step is to define the search screen.

Click on the Search Template tab and the following screen appears:

Define the search fields in the same way as for the Default Search screen.

## Finishing the process

When you have finished, click **Save** in the Actions menu.

To exit the Content Type definition without saving, click **Cancel** in the Actions menu.

Either way, you will be returned to the list of Content Types, with the new definition added.



Note that you need to add the new Content Type to the [security profile](#) of users if you want it to be visible to them.

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## Editing a Content Type

To edit a Content Type definition:

1. Click **Edit** next to the Content Type. The same form opens up as for adding a new Content Type.
2. Make the required changes.
3. When you have finished, click **Save** in the Actions menu.
4. To exit the Content Type definition without saving, click **Cancel** in the Actions menu.

Either way, you will be returned to the list of Content Types.

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## Activating / deactivating a Content Type

A Content Type must be active in order to be used within the application. Deactivating a Content Type hides it from use, although the definition remains in existence so that it can be re-activated at any time. You cannot catalogue records using that Content Type, nor will any records from that Content Type be returned in searches.

To activate / deactivate a Content Type:

1. Click **Edit** next to the Content Type

2. Tick or untick the **Active** box
3. Click **Save** in the Actions menu

You will be returned to the list of Content Types: the Content Type appears in the list with or without a red tick next to it.

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## Deleting a Content Type



Note that you cannot delete System Content Types, nor Content Types for which any records have been created

To delete a Content Type:

1. Click on the definition list to highlight it
2. Click **Delete selected type** in the Actions menu.
3. The following confirmation message appears:
  
4. Click **OK** to continue with the deletion.

You will be returned to the list of Content Types, with the deleted one missing from the list.

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### See Also

**System Management** - [Predefined Content and Record Types](#)