

## Ready to update your PastPerfect Online site?

Any time you want to make a change to the records on your site you must first make the change in PastPerfect. Once those changes are made in PastPerfect, use this checklist to make sure the records appear online properly.

- Mark your records to go online** – Only records with a check in the “Include in Web Export” check box will go online.



**Tech Tip:** In addition to sharing your Object, Photo, Archive, and Library records online, you can also include Creators, People, Search Terms, Container Lists, and Sites to create a more robust web experience.

- Select which data fields to include in the Web Publishing Wizard** – The field selections made the last time you updated your site are saved; however, you can add, remove, or rearrange fields at any time.



**Tech Tip:** The order you select fields in the PPO Wizard is the same order they will display on your site. Pay special attention to the first two fields as they will also act as the record’s link in search results.

- Create your files in the Web Publishing Wizard** – Creating files may take 20 minutes or more; the length of time the process takes will depend on how many records and images you are sharing online.



**Tech Tip:** You can save time during this part of the process by only creating your most recent image folders. Not sure how to do this? Call us!

- Upload your files in the Web Publishing Wizard** – Most organizations will see the new and updated records on their site within 1-2 hours.



**Tech Tip:** An email will automatically be sent to you once your data is finished processing. Images you have selected to share online may continue to upload even after you receive this email.

Visit our Online User Guide at <http://museumsoftware.com/ppohelp> to learn more.

If you have any questions, please email [pposupport@museumsoftware.com](mailto:pposupport@museumsoftware.com) or call 1-800-562-6080 and ask for a member of the PastPerfect Online support team.