

Find an Authority Record

To locate an Authority, click the Hamburger icon (≡) then navigate to the **Maintenance Menu** then **Authority**.

Authority Record Form

- On the Authority form, click the magnifier button to the right of the **Authority ID** field.
- Select the parameters from the **Search Key** fields and enter the **Values** or use an asterisk (*) then click the **Search** button.

Load the Authority

Select the record to load from the search results then click the **Load** button. The selected record displays.

Loading a new Authority from the Authority Form

Once you have the Authority form loaded you can enter a new, known, authority ID into the ID field, and the new Authority loads. Alternatively, you can search for an Authority from the loaded authority record by clicking the search (🔍) icon.
