

Working with Authorities

Authorities are a helpful way of providing data catalogers with a list of controlled vocabularies. This helps ensure data consistency across a collection. Authorities are created in the [Collection Manager](#) by designating a field group as an Authority. The values for these authorities can be added individually in the [Record Editor](#) or uploaded in bulk via the [Uploader](#).

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Managing Authorities

If you have permission to make changes to an authority you'll see the **Manage Authorities** button next to the **New Record** button in the **Library**. When you mouse over the button you'll see the list of available authorities. In the example below there are 6 different authorities within this collection.



When you select an authority you'll be taken to a list view wherein all available data values for that specific authority are listed. Let's pick "SubjectHeadingsGroup" as an example. When this authority was created in the templates section of the [Collection Manager](#) there were 2 fields added to the SubjectHeadingsGroup field group, "Subject" and "General Subject":

The image shows a tree view on the left with 'SubjectHeadingsGroup' expanded to show 'Subject' and 'General Subject' sub-items. To the right, a table displays data for these two fields. The 'Subject' and 'General Subject' column headers are circled in red. The table has four rows of data, each with a checkbox on the left.

	Subject	General Subject
<input type="checkbox"/>	Air art	abstraction / non-objective; contemporary (1950 to present)
<input type="checkbox"/>	Air art	abstraction / non-objective; contemporary (1950 to present); figure, female; human figure
<input type="checkbox"/>	Air art	
<input type="checkbox"/>	Air bases	

These two fields are now represented in the authority:

To edit a value in the authority select it and click on the **edit** icon. Or, you can select several and click on the **Edit** option from the **Edit Menu**. Click on the **trash** icon to delete it.

	Subject	General Subject
<input checked="" type="checkbox"/>	Air art	abstraction / non-objective; contemporary (1950 to present)
<input checked="" type="checkbox"/>	Air art	abstraction / non-objective; contemporary (1950 to present); figure, female; human figure
<input type="checkbox"/>	Air art	
<input type="checkbox"/>	Air bases	
<input type="checkbox"/>	Air lift pumps	

Once you are in the edit mode simply make the desired edits and save. You can also use the **Show records using this authority** button to help give you an idea of which records will be affected by any changes to the value. Any edit made to a value will be reflected in ALL the records that use that authority value.

 **Tip:** You can use the keyword or advanced search to search for a specific authority value.

Applying Authorities

The [Record Editor](#) is where you add or edit data, including populating fields with authority values

You'll know a field is associated with an authority when it's grouped under the field group name and has the term **Authority** in grey next to it. In the example below the field group **Order Group** is an authority. The **Order Group** authority has 3 fields associated with it, **Order Number**, **Course Number and Instructor**, and **Order Description**. So for each of these 3 fields in your record you can apply an authority value from the **Order Group** authority.

Order Group - Authority +

Order Number 🗑️

Course Number and Instructor

Order Description

To apply a value simply start typing into the value field and you'll quickly see a list of available values. When you find the right one just select it.

Order Group - Authority +

Order Number 🗑️

Course Number and Instructor

Order Description

AgentSortNameGroup - Authority +

Creator Name 🗑️ ▼ ▲

Alternate Creator Name

Creator Name

Alternate Creator Name

Creator Name

Alternate Creator Name 🗑️ ▼ ▲

Creator Name

Alternate Creator Name

Creator Name

Alternate Creator Name

Creator Name 🗑️ ▼ ▲

Alternate Creator Name

Creator Name

You can also create a new authority value when you are in the edit mode in the **Record Editor** by simply typing in a new value. The new value will in turn get added to the authority list of values. In the example below we created a new authority value by typing "Rococo" into the **Style or Period** field within the StylePeriodGroup authority. Be sure to save the record.

StylePeriodGroup - Authority +

Style or Period 🗑️ ▼ ▲

Style or Period 🗑️ ▼ ▲

This will create a new authority if it doesn't exist already

Note: You must have the right permission to create a new authority value in the **Record Editor**.