



**EMu v.5**

## **Exporting data - Using Reports**

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## 1 Reports are pre-existing templates for exporting data

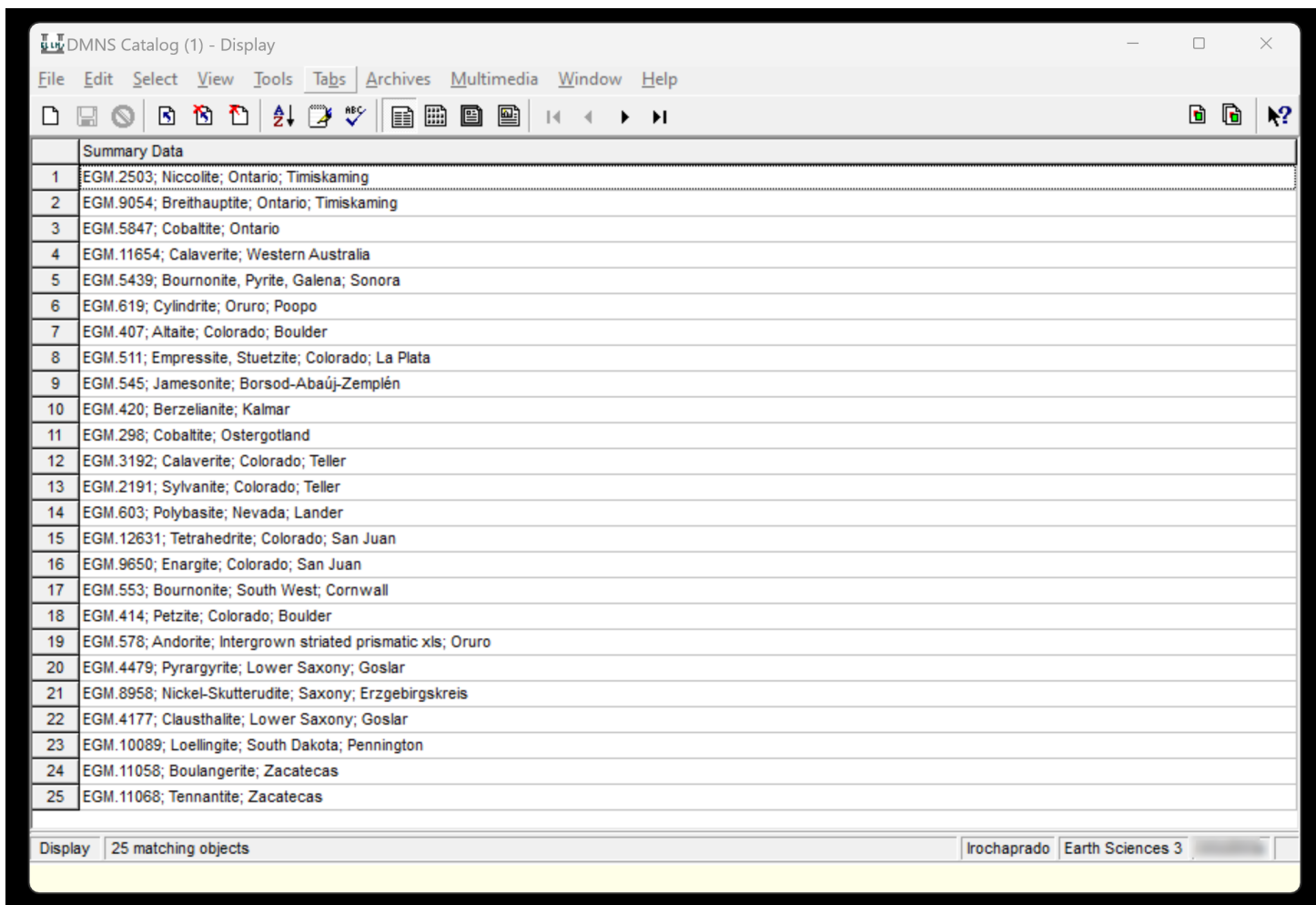
Sometimes, you need to export fields from records in a specific format - for instance, printable reports/labels/tags, or CSVs with particular fields.

The reports available to you will depend on your level of access.

In this example, we will print labels for some specimens in Earth Sciences.

## 2 Retrieve records in the desired module

In this example, we are logged in as a Earth Sciences 3 Group user. We have searched for a few records for which we need labels printed.

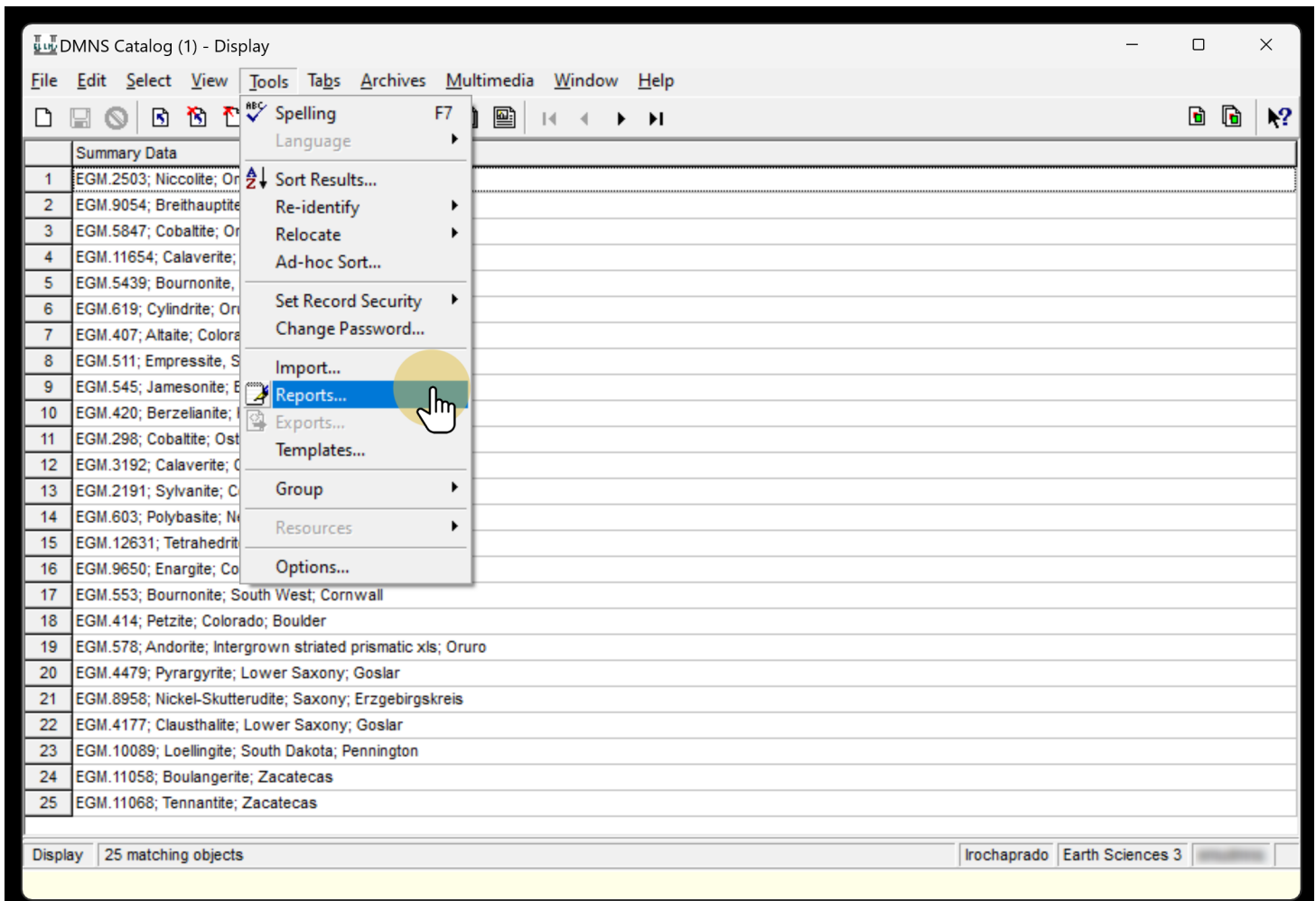


	Summary Data
1	EGM.2503; Niccolite; Ontario; Timiskaming
2	EGM.9054; Breithauptite; Ontario; Timiskaming
3	EGM.5847; Cobaltite; Ontario
4	EGM.11654; Calaverite; Western Australia
5	EGM.5439; Bournonite, Pyrite, Galena; Sonora
6	EGM.619; Cyndrite; Oruro; Poopo
7	EGM.407; Altaite; Colorado; Boulder
8	EGM.511; Empressite, Stuetzite; Colorado; La Plata
9	EGM.545; Jamesonite; Borsod-Abaúj-Zemplén
10	EGM.420; Berzelianite; Kalmar
11	EGM.298; Cobaltite; Ostergotland
12	EGM.3192; Calaverite; Colorado; Teller
13	EGM.2191; Sylvanite; Colorado; Teller
14	EGM.603; Polybasite; Nevada; Lander
15	EGM.12631; Tetrahedrite; Colorado; San Juan
16	EGM.9650; Enargite; Colorado; San Juan
17	EGM.553; Bournonite; South West; Cornwall
18	EGM.414; Petzite; Colorado; Boulder
19	EGM.578; Andorite; Intergrown striated prismatic xls; Oruro
20	EGM.4479; Pyrrargyrite; Lower Saxony; Goslar
21	EGM.8958; Nickel-Skutterudite; Saxony; Erzgebirgskreis
22	EGM.4177; Clausthalite; Lower Saxony; Goslar
23	EGM.10089; Loellingite; South Dakota; Pennington
24	EGM.11058; Boulangerite; Zacatecas
25	EGM.11068; Tennantite; Zacatecas

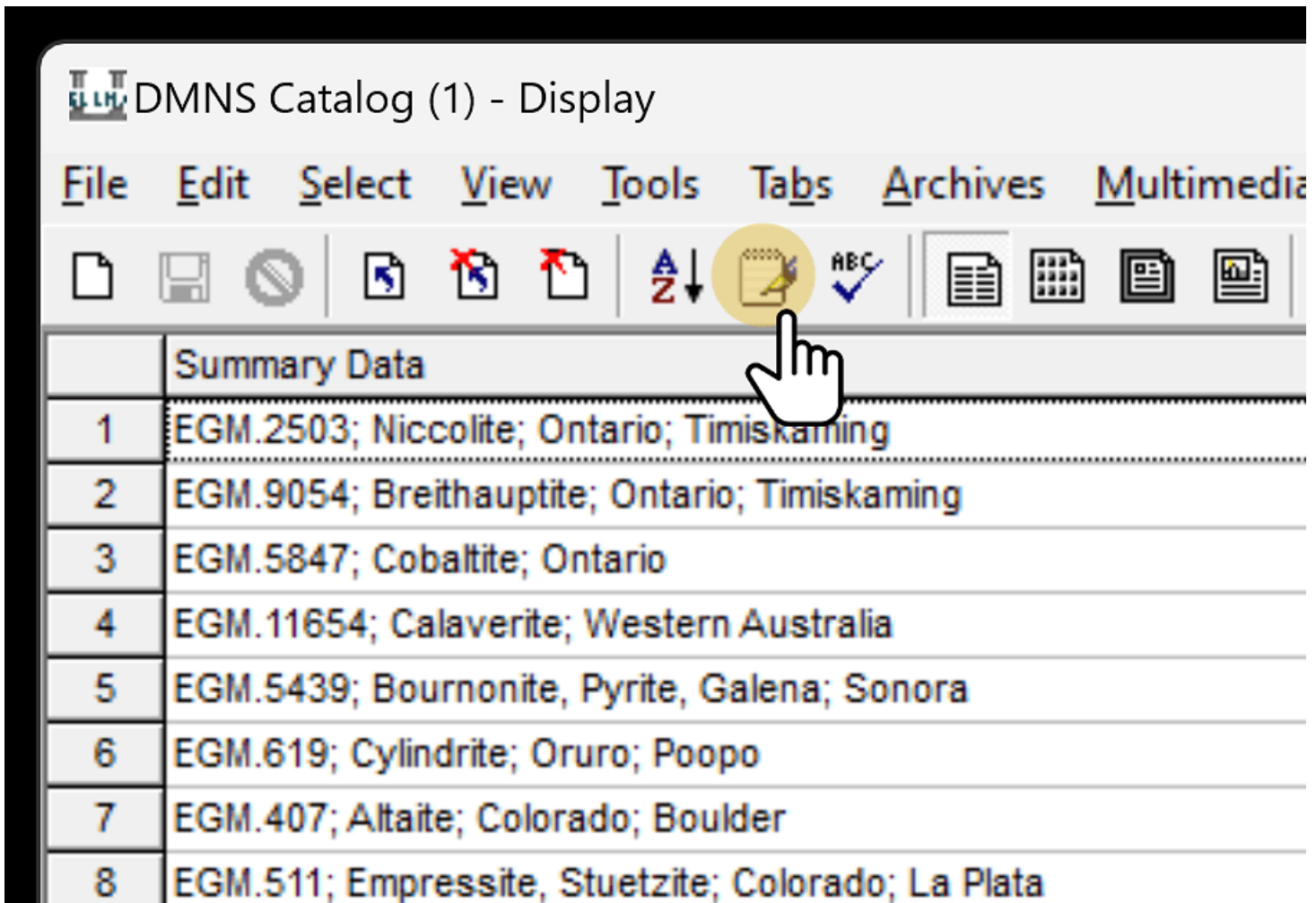
Display 25 matching objects Irochaprado Earth Sciences 3

### 3 Open the Report tool

#### 3.1 Click the "Tools" Menu and then "Reports"



### 3.2 Or click the notebook with a pen icon on the toolbar



The screenshot shows the 'DMNS Catalog (1) - Display' window. The toolbar contains various icons, and the notebook icon with a pen is highlighted by a yellow circle and a hand cursor. Below the toolbar is a table with 8 rows of mineral data.

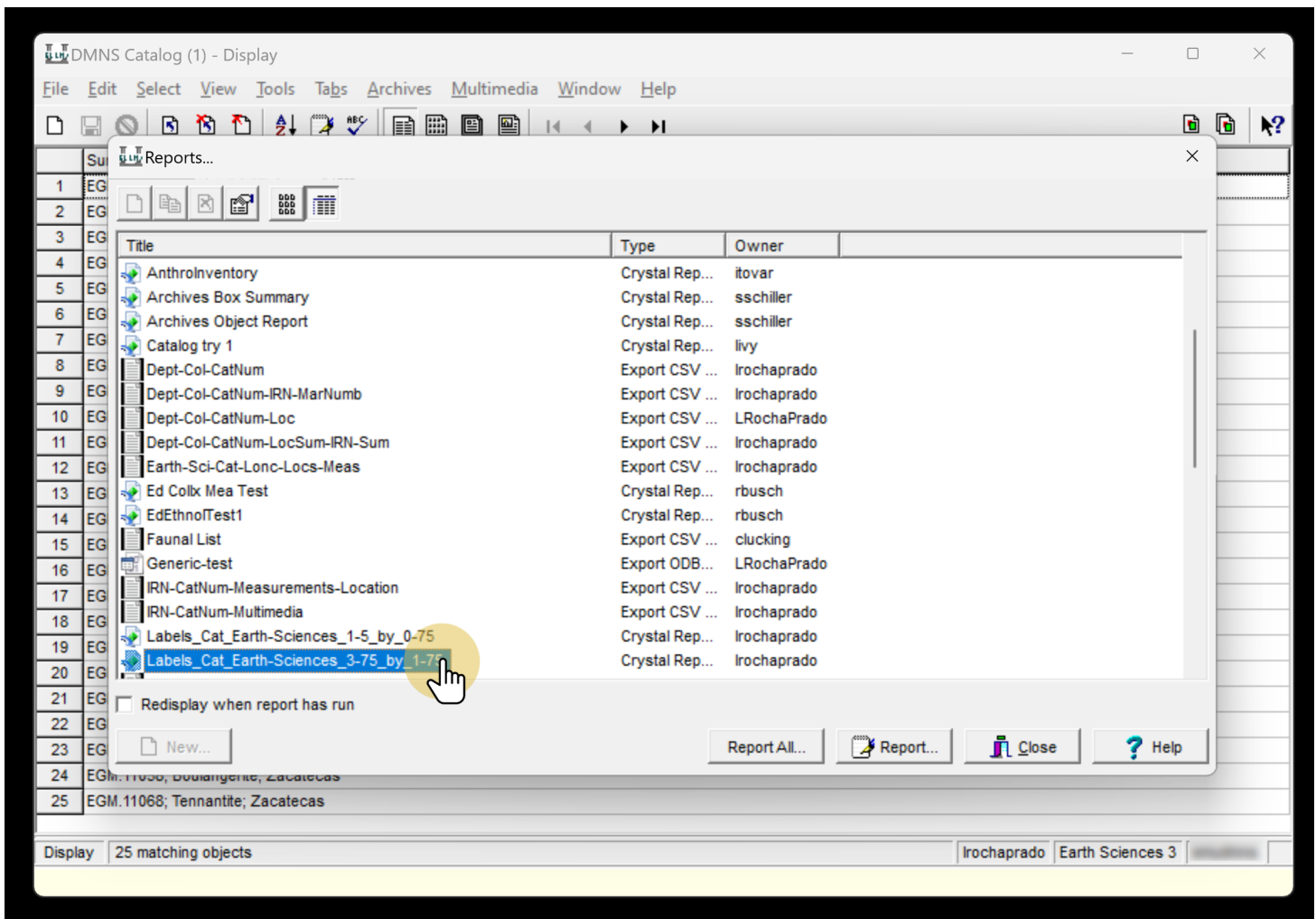
	Summary Data
1	EGM.2503; Niccolite; Ontario; Timiskaming
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4	EGM.11654; Calaverite; Western Australia
5	EGM.5439; Bournonite, Pyrite, Galena; Sonora
6	EGM.619; Cylindrite; Oruro; Poopo
7	EGM.407; Altaite; Colorado; Boulder
8	EGM.511; Empressite, Stuetzite; Colorado; La Plata

## 4 In the "Reports" window, click on the report template you want to use

If you don't know which template to use, your Collections Manager should be able to help.

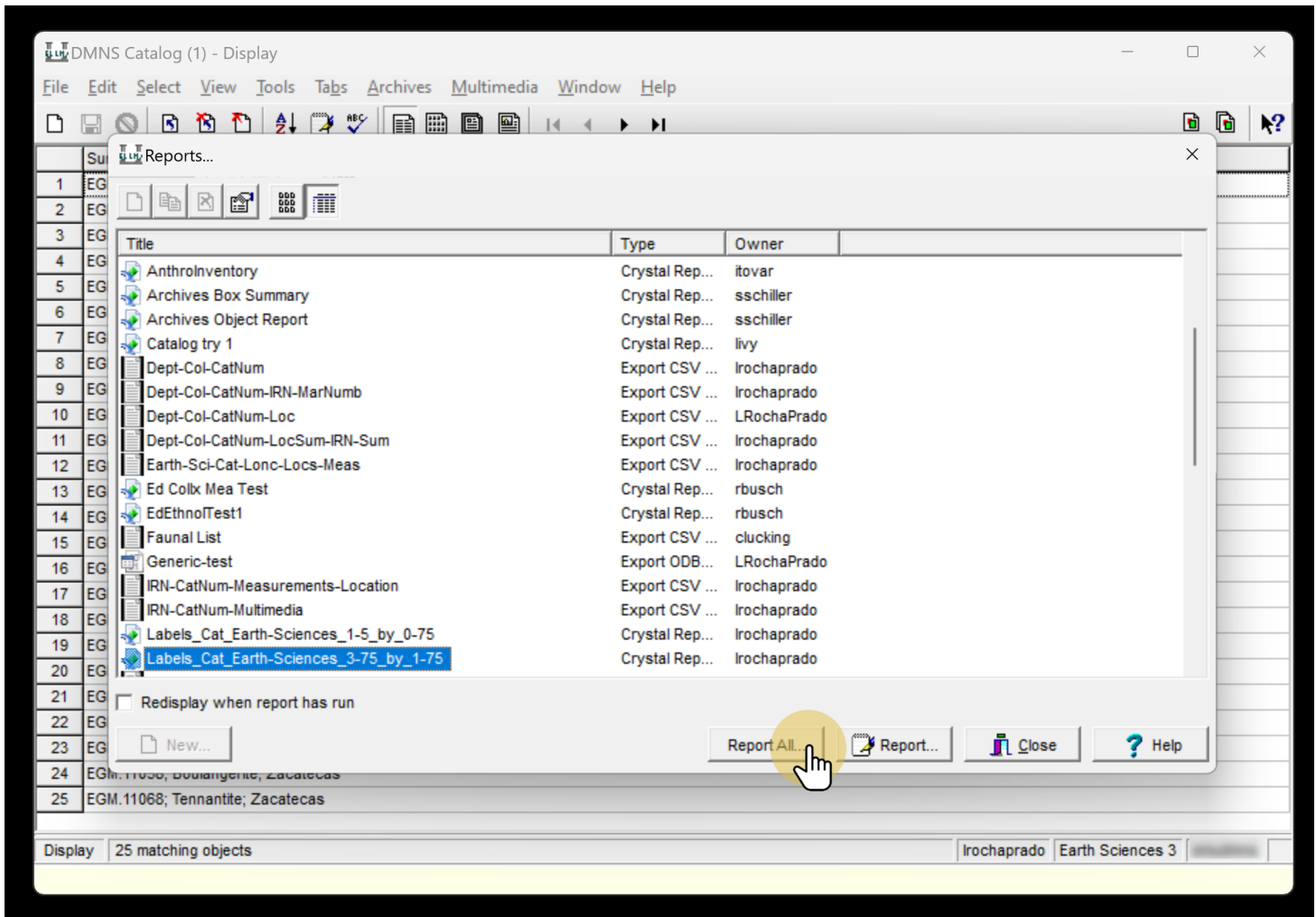
Users with Collections Managers and Admin privileges can create report templates.

Note that the template type selected here is "Crystal Reports". This is the software EMu uses to create printable templates.



## 5 Click the "Report All" button to print all records

Alternatively, clicking the "Report" button will only print the labels for the records that you have previously selected in the search results.



## 6 The report will be displayed in a popup window

