



## **EMu v.5**

# **Searching records - multi values in one field (OR search)**

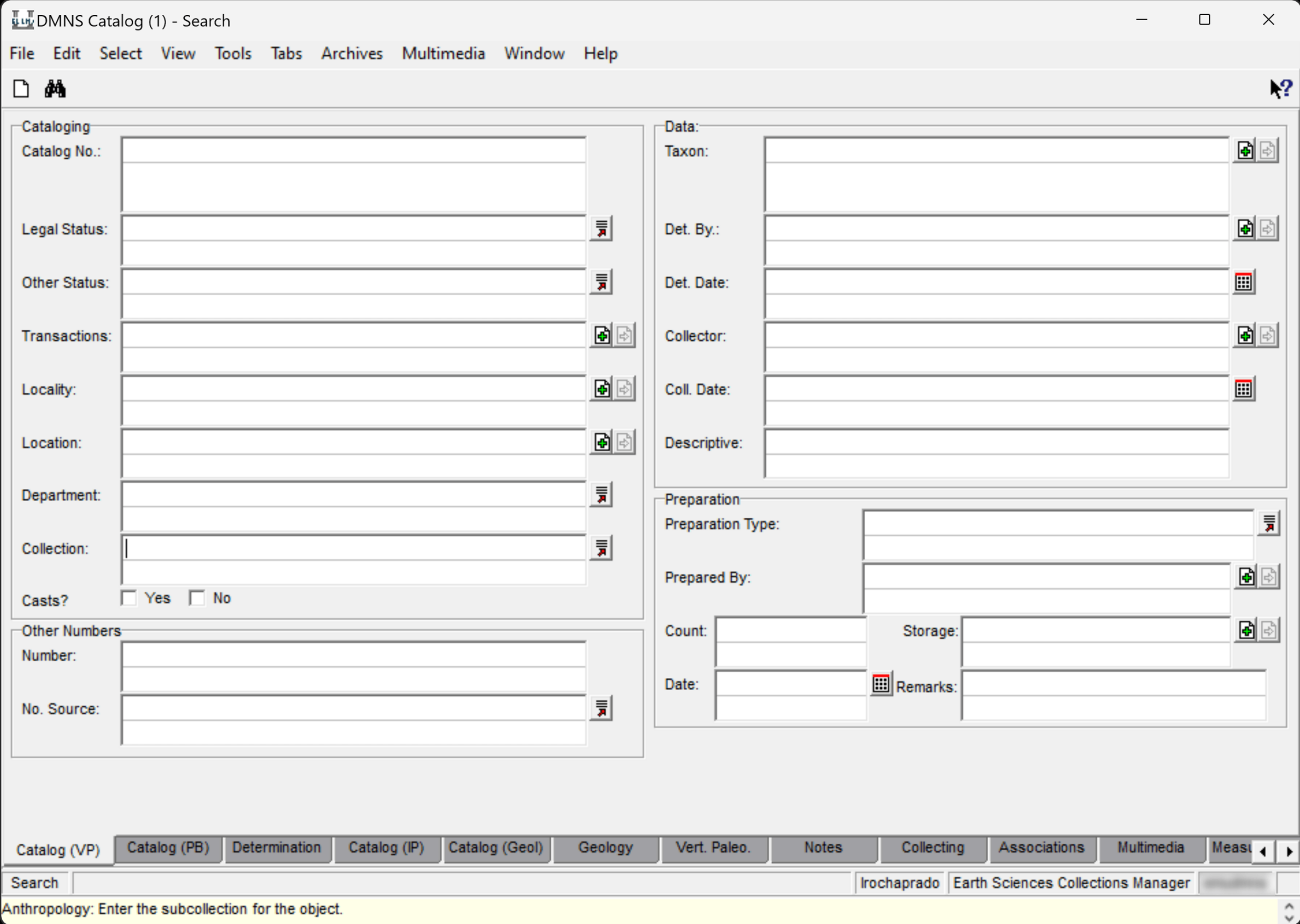
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# 1 Open any module to search. Here we opened the Catalog (VP).

We are logged in as Earth Sciences Collections Manager, but we still are able to search across collections.



DMNS Catalog (1) - Search

File Edit Select View Tools Tabs Archives Multimedia Window Help

Cataloging

Catalog No.:

Legal Status:

Other Status:

Transactions:

Locality:

Location:

Department:

Collection:

Casts? ☐ Yes ☐ No

Other Numbers

Number:

No. Source:

Data:

Taxon:

Det. By.:

Det. Date:

Collector:

Coll. Date:

Descriptive:

Preparation

Preparation Type:

Prepared By:

Count:

Storage:

Date:

Remarks:

Catalog (VP) Catalog (PB) Determination Catalog (IP) Catalog (Geol) Geology Vert. Paleo. Notes Collecting Associations Multimedia Measurement

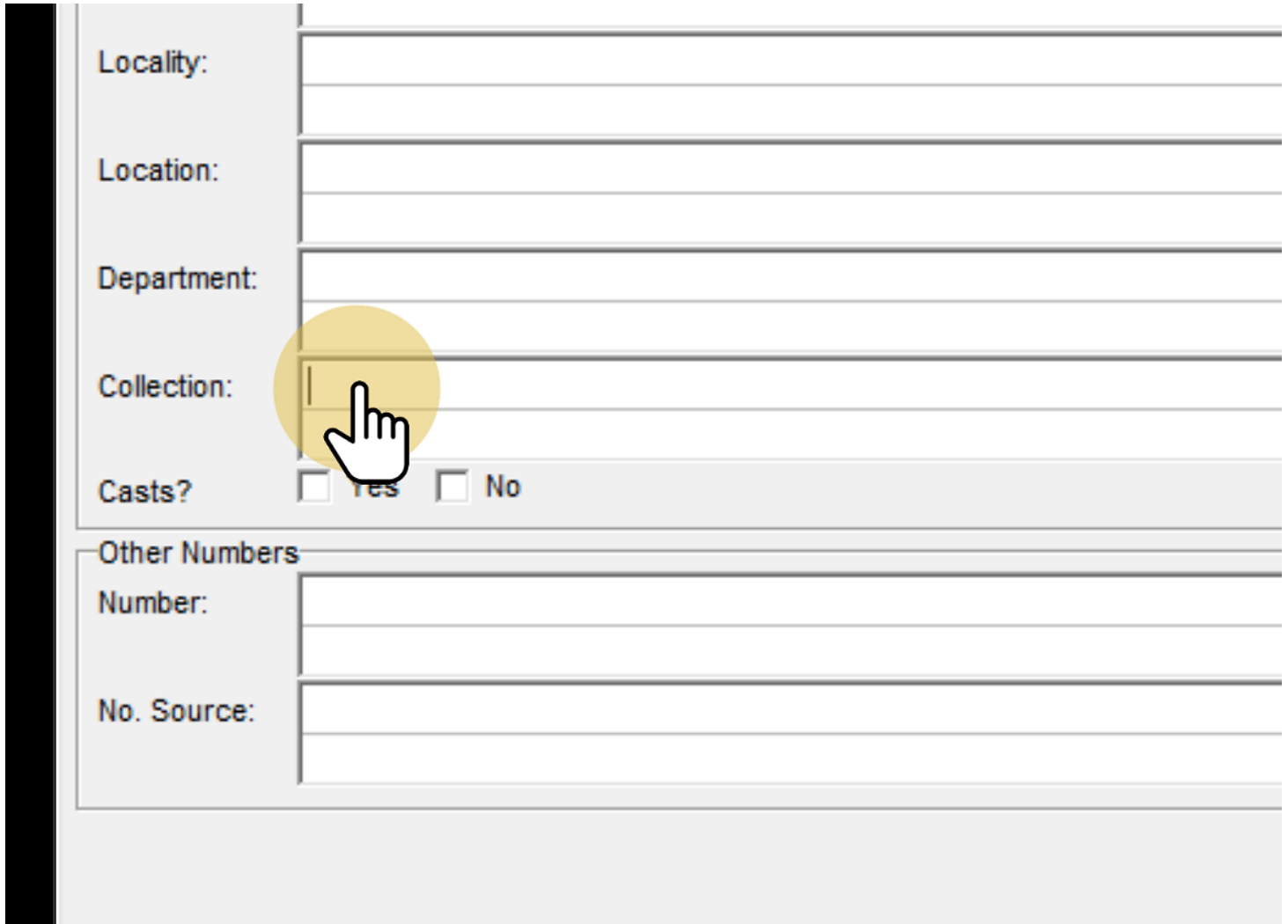
Search

Irochaprado Earth Sciences Collections Manager

Anthropology: Enter the subcollection for the object.

## 2 Click the "Collection" field

We will see if we can find all the records included in both the Mineralogy and Entomology collections.



The image shows a search form with the following fields:

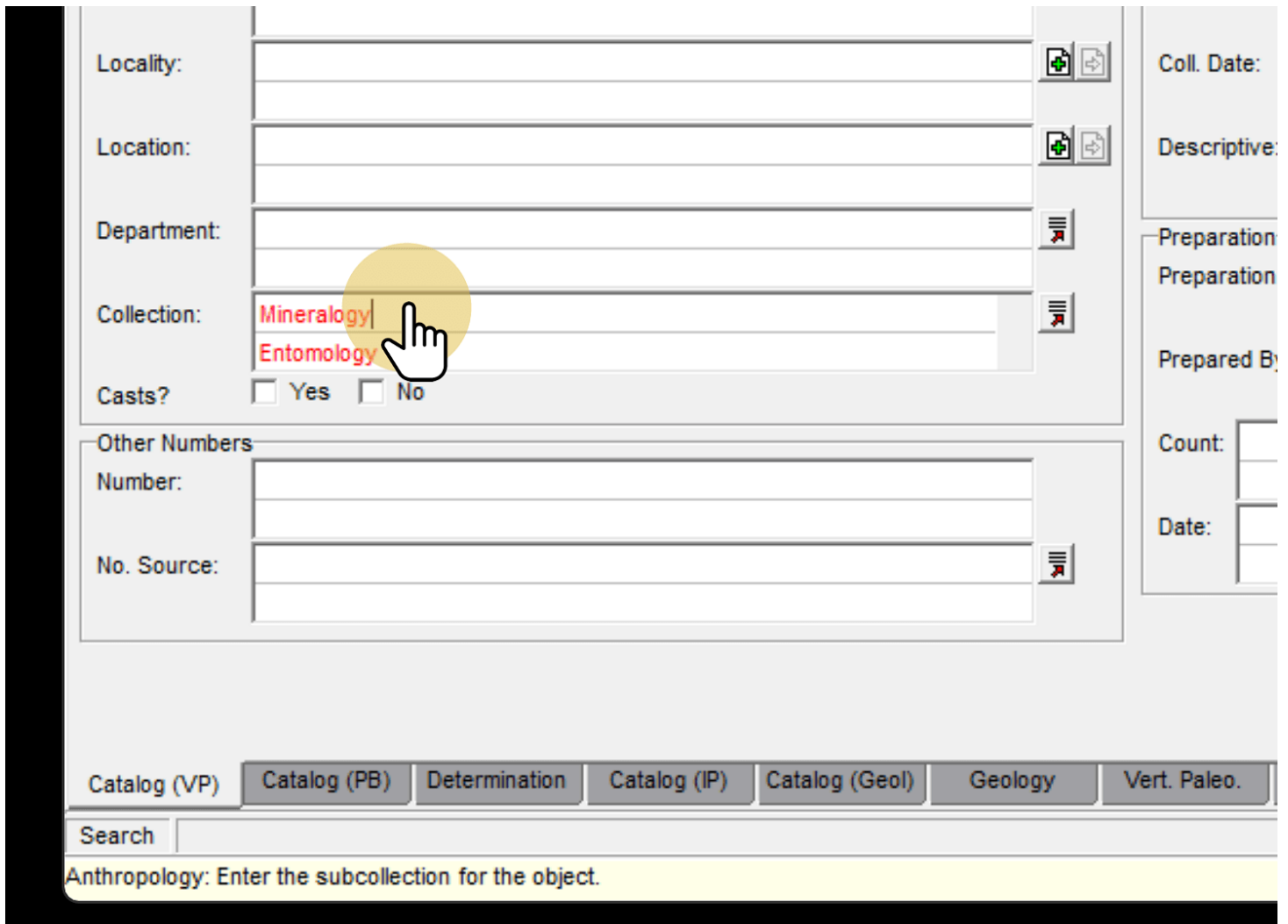
- Locality:
- Location:
- Department:
- Collection:
- Casts? ☐ Yes ☐ No
- Other Numbers
- Number:
- No. Source:

A yellow circle highlights the 'Collection' field, and a hand cursor is pointing at it.

### 3 Add both search terms in separate lines

You will notice that there should be multiple lines showing in your field. Add each term to a different line to perform an OR search that will include both terms.

Tip: if you keep scrolling on that field you can keep adding more terms individually.



Locality:

Location:

Department:

Collection: Mineralogy  
Entomology

Casts? ☐ Yes ☐ No

Other Numbers

Number:

No. Source:

Coll. Date:

Descriptive:

Preparation:

Preparation:

Prepared By:

Count:

Date:

Catalog (VP) Catalog (PB) Determination Catalog (IP) Catalog (Geol) Geology Vert. Paleo.

Search

Anthropology: Enter the subcollection for the object.

## 4 Click the "Search" icon

The results should return all the records in the two collections searched for.

