



**EMu v.5**

## **Groups - Create a group of records**

Last updated 29-01-2025

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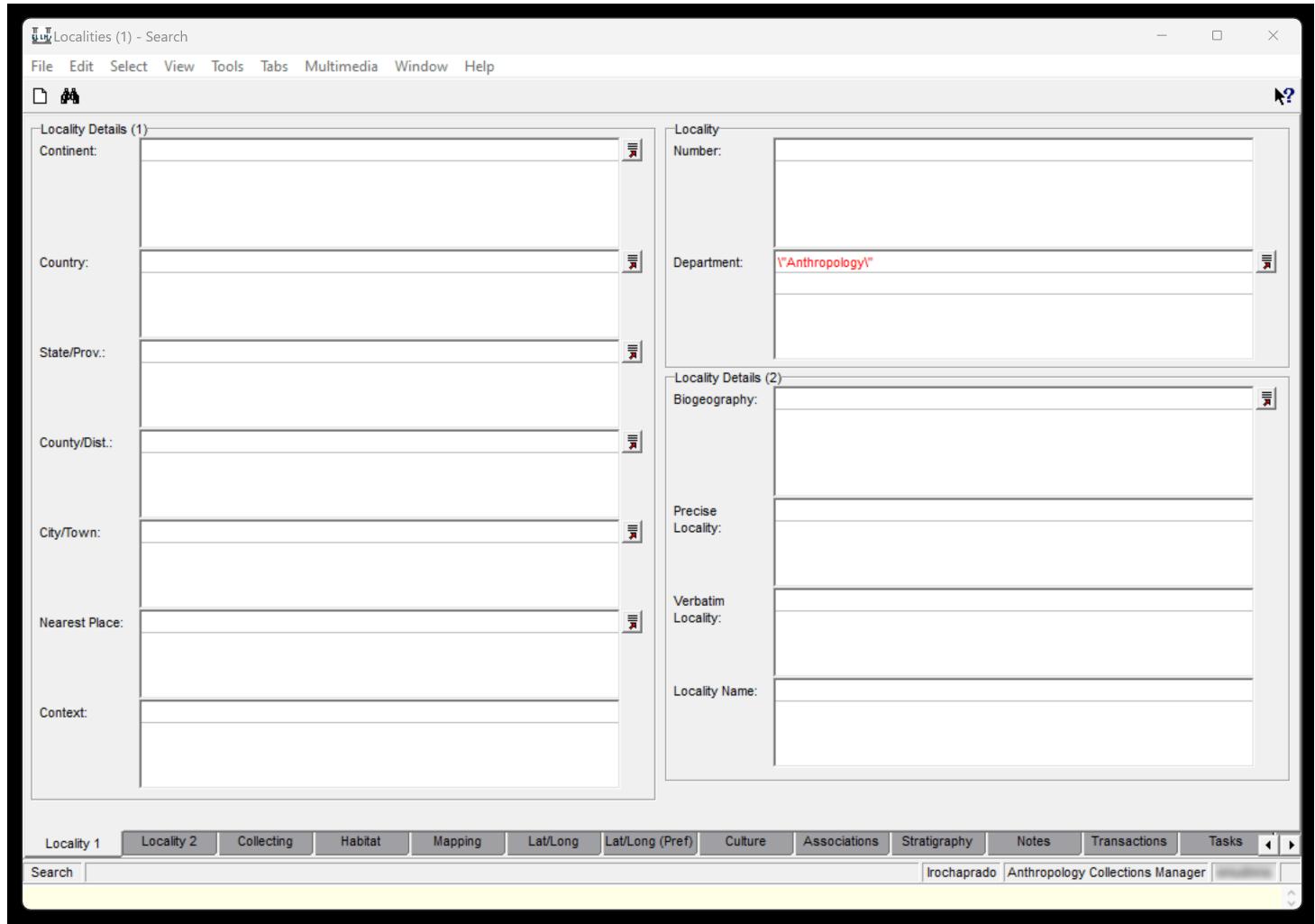
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## 1 You can create groups of records in different modules to retrieve later

This is useful when you have to keep returning to those same records and searching for them is not very straightforward.

## 2 Let's create a group of localities

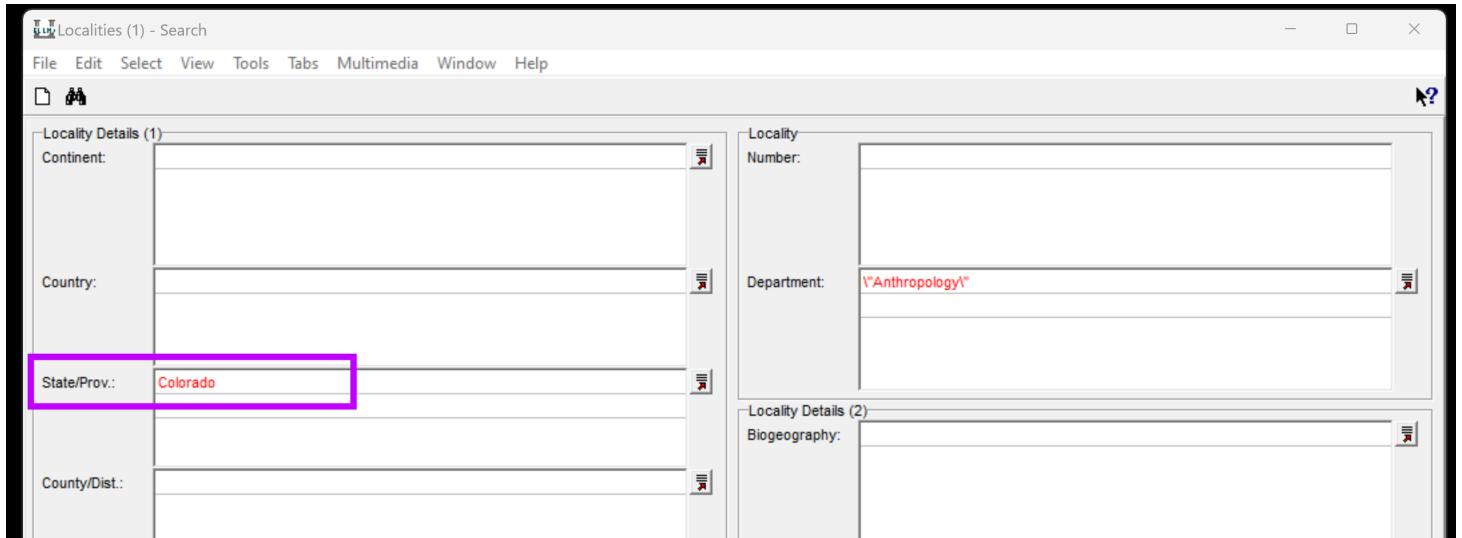
In this example we are logged in as "Anthropology Collections Manager". Open the "Localities" module in the "Locality 1" tab.



The screenshot shows the "Localities (1) - Search" window. The "Locality Details (1)" section on the left contains fields for Continent, Country, State/Prov., County/Dist., City/Town, Nearest Place, and Context. The "Locality Details (2)" section on the right contains fields for Locality Number, Department, Biogeography, Precise Locality, Verbatim Locality, and Locality Name. In the Department field, the value "Anthropology" is highlighted in red. The bottom navigation bar includes tabs for Locality 1, Locality 2, Collecting, Habitat, Mapping, Lat/Long, Lat/Long (Pref), Culture, Associations, Stratigraphy, Notes, Transactions, and Tasks. The Locality 1 tab is selected. The status bar at the bottom shows "Irochaprado Anthropology Collections Manager".

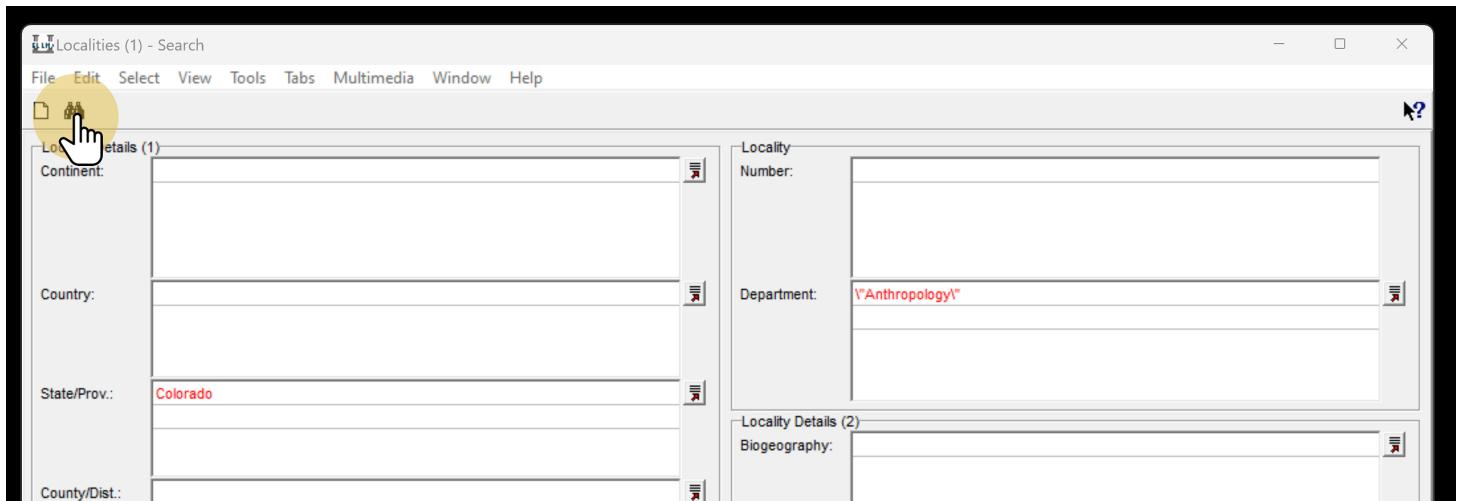
### 3 Enter "Colorado" in the "State/Prov" field

We are going to select random localities in Colorado to form our group.



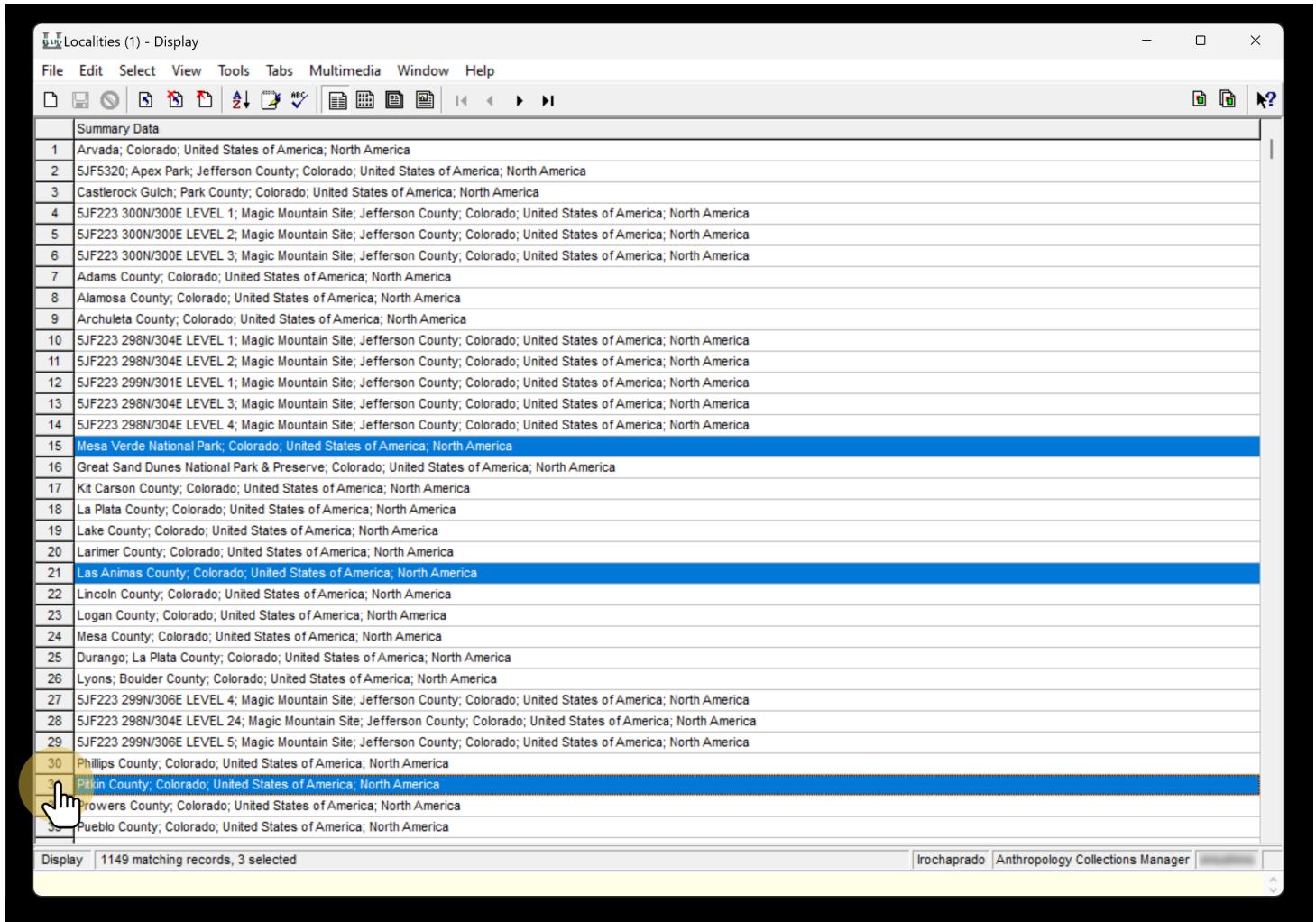
### 4 Click the search icon to see the results

Or click CTRL+F to perform the search.



## 5 Click each record while holding CTRL

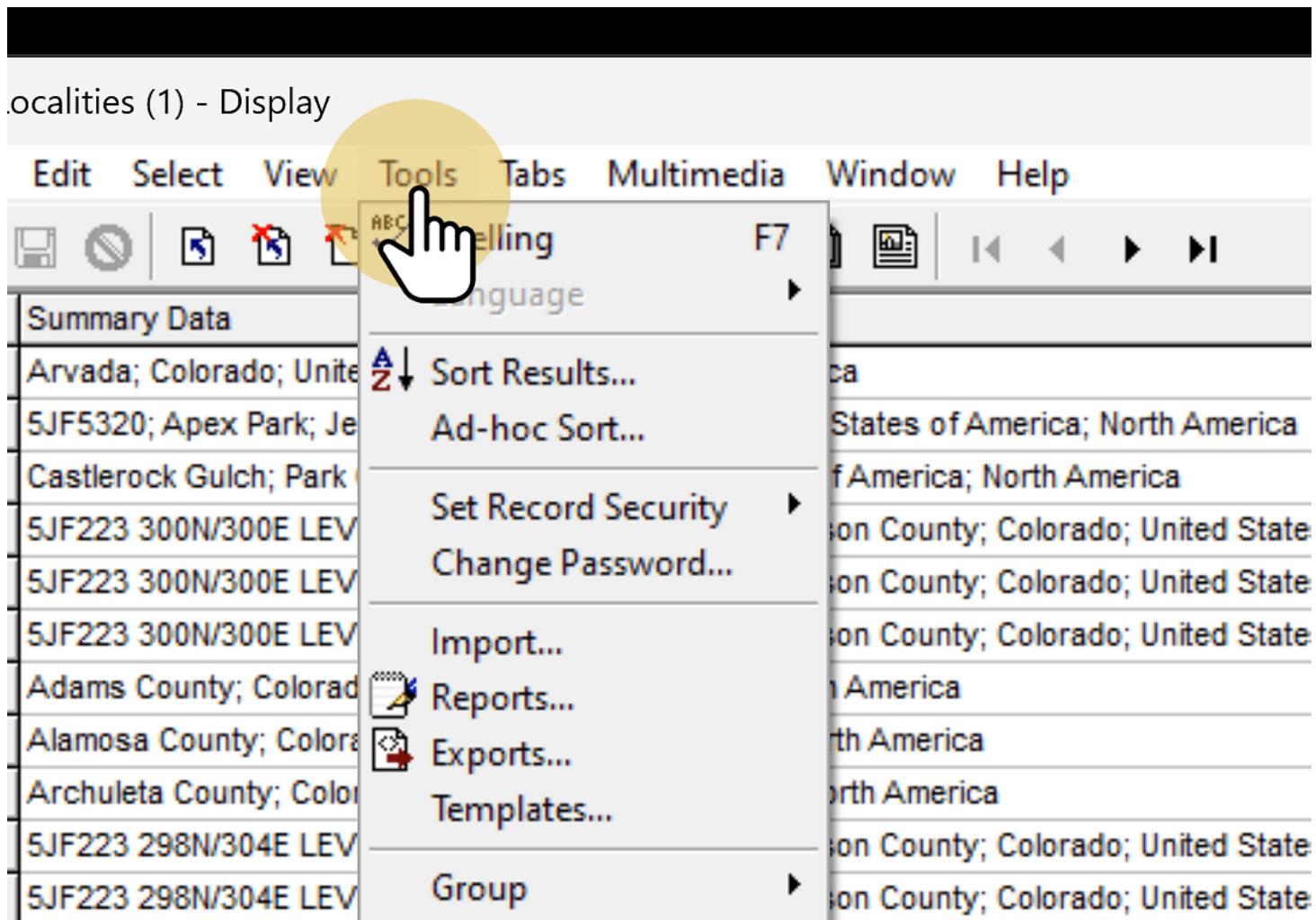
This will allow you to select any records desired.



The screenshot shows a software interface for managing locality data. The window title is "Localities (1) - Display". The menu bar includes File, Edit, Select, View, Tools, Tabs, Multimedia, Window, and Help. The toolbar contains various icons for file operations like Open, Save, Print, and Find. The main area displays a list of 35 records, each consisting of a number and a descriptive string. Records 15, 21, 30, and 31 are highlighted with a blue selection bar, indicating they are currently selected. Record 30 is also circled with a yellow highlighter and has a white hand cursor icon pointing at it, instructing the user to click while holding the CTRL key to select multiple records. The status bar at the bottom left shows "Display 1149 matching records, 3 selected". The status bar at the bottom right shows "Irochaprado Anthropology Collections Manager".

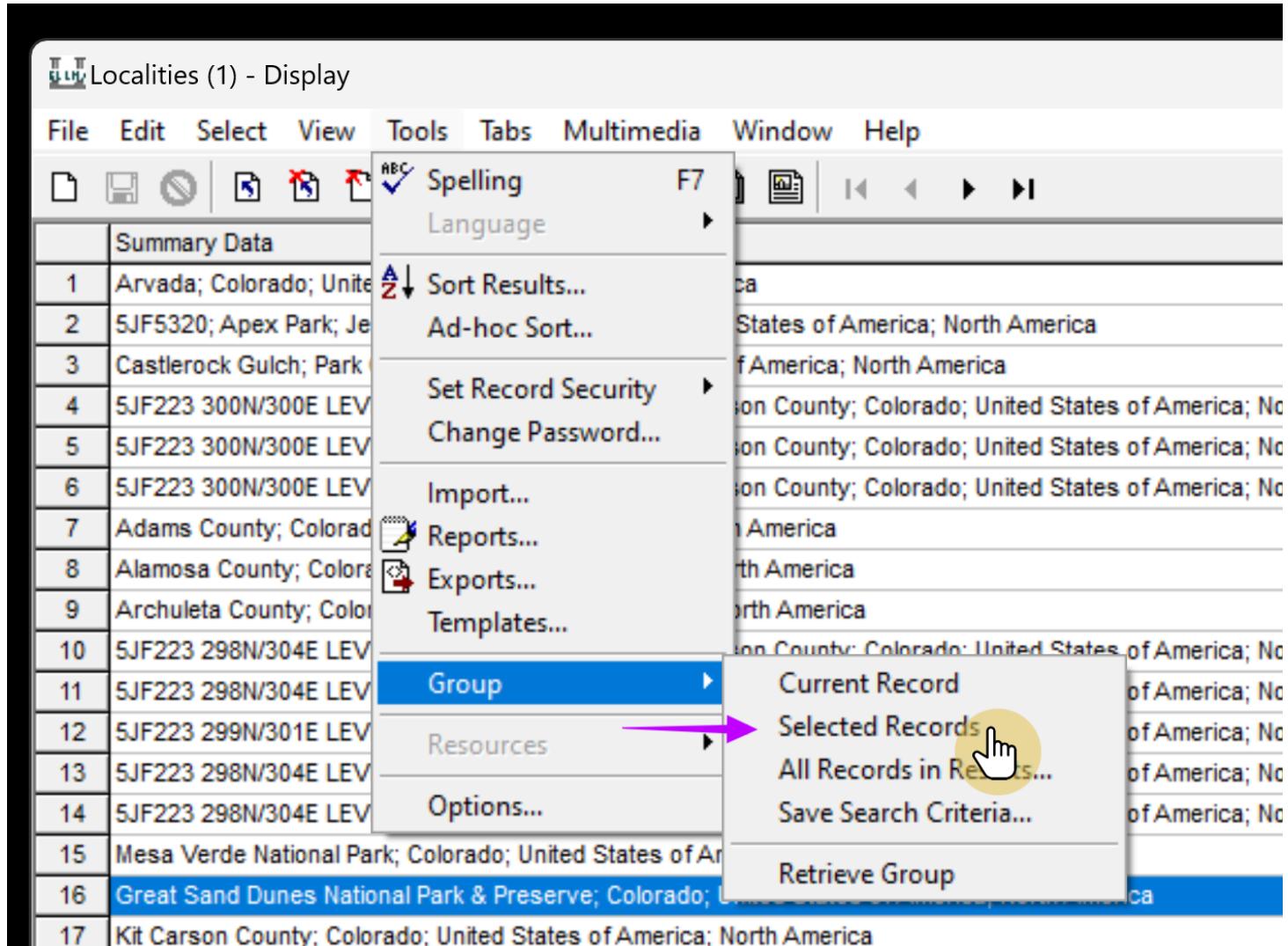
	Summary Data
1	Arvada; Colorado; United States of America; North America
2	SJF5320; Apex Park; Jefferson County; Colorado; United States of America; North America
3	Castlerock Gulch; Park County; Colorado; United States of America; North America
4	SJF223 300N/300E LEVEL 1; Magic Mountain Site; Jefferson County; Colorado; United States of America; North America
5	SJF223 300N/300E LEVEL 2; Magic Mountain Site; Jefferson County; Colorado; United States of America; North America
6	SJF223 300N/300E LEVEL 3; Magic Mountain Site; Jefferson County; Colorado; United States of America; North America
7	Adams County; Colorado; United States of America; North America
8	Alamosa County; Colorado; United States of America; North America
9	Archuleta County; Colorado; United States of America; North America
10	SJF223 298N/304E LEVEL 1; Magic Mountain Site; Jefferson County; Colorado; United States of America; North America
11	SJF223 298N/304E LEVEL 2; Magic Mountain Site; Jefferson County; Colorado; United States of America; North America
12	SJF223 299N/301E LEVEL 1; Magic Mountain Site; Jefferson County; Colorado; United States of America; North America
13	SJF223 298N/304E LEVEL 3; Magic Mountain Site; Jefferson County; Colorado; United States of America; North America
14	SJF223 298N/304E LEVEL 4; Magic Mountain Site; Jefferson County; Colorado; United States of America; North America
15	Mesa Verde National Park; Colorado; United States of America; North America
16	Great Sand Dunes National Park & Preserve; Colorado; United States of America; North America
17	Kit Carson County; Colorado; United States of America; North America
18	La Plata County; Colorado; United States of America; North America
19	Lake County; Colorado; United States of America; North America
20	Larimer County; Colorado; United States of America; North America
21	Las Animas County; Colorado; United States of America; North America
22	Lincoln County; Colorado; United States of America; North America
23	Logan County; Colorado; United States of America; North America
24	Mesa County; Colorado; United States of America; North America
25	Durango; La Plata County; Colorado; United States of America; North America
26	Lyons; Boulder County; Colorado; United States of America; North America
27	SJF223 299N/306E LEVEL 4; Magic Mountain Site; Jefferson County; Colorado; United States of America; North America
28	SJF223 298N/304E LEVEL 24; Magic Mountain Site; Jefferson County; Colorado; United States of America; North America
29	SJF223 299N/306E LEVEL 5; Magic Mountain Site; Jefferson County; Colorado; United States of America; North America
30	Phillips County; Colorado; United States of America; North America
31	Pitkin County; Colorado; United States of America; North America
32	Browns County; Colorado; United States of America; North America
33	Pueblo County; Colorado; United States of America; North America

## 6 Click "Tool" the upper toolbar



## 7 Click "Group", then "Selected Records"

This will open a new dialog.



## 8 Click "New..." to create a Group

Castlerock Gulch; Park County; Colorado; United States of America; North America

5JF223 300N/300E LEVEL 1; Magic Mountain Site; Jefferson County; Colorado; United States of America; North America

5JF223 300N/300E LEVEL 2; Magic Mountain Site; Jeffer

5JF223 300N/300E LEVEL 3; Magic Mountain Site; Jeffer

Adams County; Colorado; United States of America; Nor

Alamosa County; Colorado; United States of America; No

Archuleta County; Colorado; United States of America; N

5JF223 298N/304E LEVEL 1; Magic Mountain Site; Jeffer

5JF223 298N/304E LEVEL 2; Magic Mountain Site; Jeffer

5JF223 299N/301E LEVEL 1; Magic Mountain Site; Jeffer

5JF223 298N/304E LEVEL 3; Magic Mountain Site; Jeffer

5JF223 298N/304E LEVEL 4; Magic Mountain Site; Jeffer

Mesa Verde National Park; Colorado; United States of A

Great Sand Dunes National Park & Preserve; Colorado; U

Kit Carson County; Colorado; United States of America; N

La Plata County; Colorado; United States of America; No

Lake County; Colorado; United States of America; North

Larimer County; Colorado; United States of America; North Amer

Las Animas County; Colorado; United States of America; North America

Lincoln County; Colorado; United States of America; North America

Logan County; Colorado; United States of America; North America

Mesa County; Colorado; United States of America; North America

Durango; La Plata County; Colorado; United States of America; North America

Lyons; Boulder County; Colorado; United States of America; North America

5JF223 299N/306E LEVEL 4; Magic Mountain Site; Jefferson County; Colorado; United States of America; North America

5JF223 298N/304E LEVEL 24; Magic Mountain Site; Jefferson County; Colorado; United States of America; North America

5JF223 299N/306E LEVEL 5; Magic Mountain Site; Jefferson County; Colorado; United States of America; North America

Phillips County; Colorado; United States of America; North America

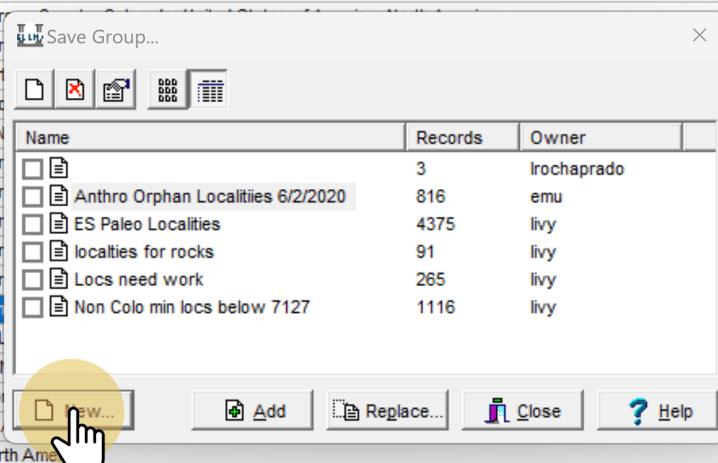
Pitkin County; Colorado; United States of America; North America

Prowers County; Colorado; United States of America; North America

Pueblo County; Colorado; United States of America; North America

y | 1149 matching records, 3 selected

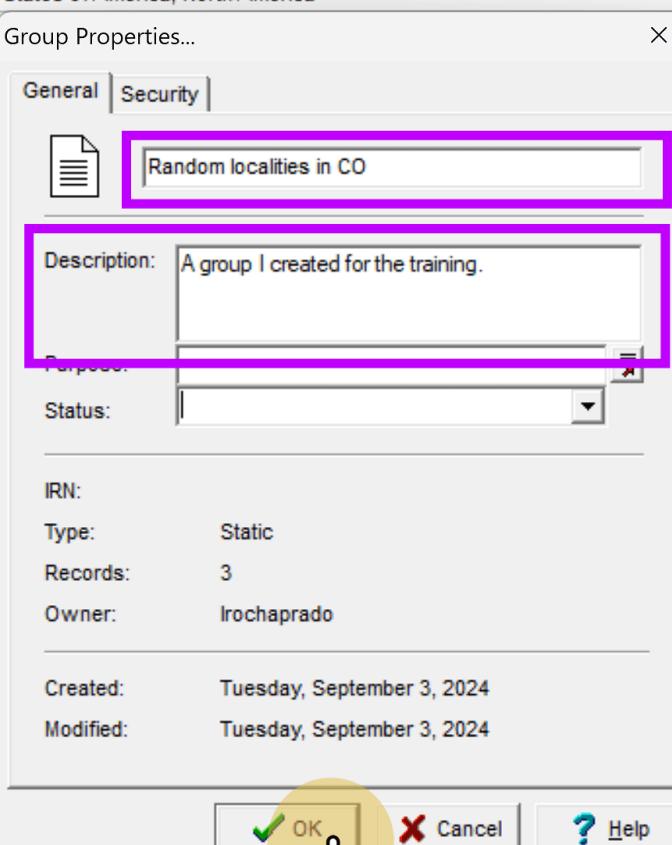
Irochaprado | Anthropology Collectio



## 9 Give your group a name and a description

Entering this information will allow you to find your group later, so make sure to give it meaningful descriptions.

Click "OK" to create your group. If there is a prompt to add the group to the lookup list, hit "Yes".



Group Properties...

General Security

Name: Random localities in CO

Description: A group I created for the training.

Purpose:

Status:

IRN:

Type: Static

Records: 3

Owner: Irochaprado

Created: Tuesday, September 3, 2024

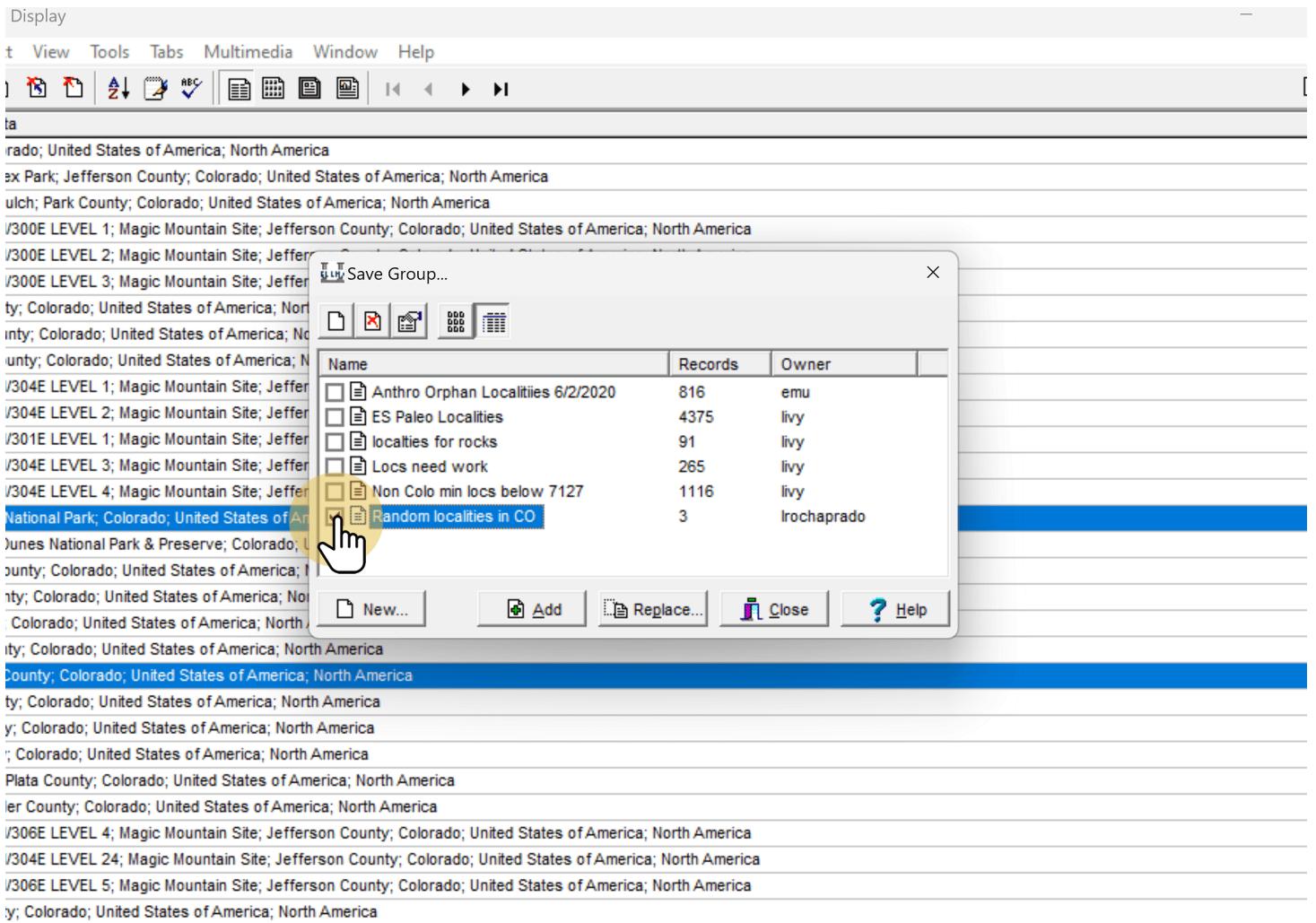
Modified: Tuesday, September 3, 2024

OK Cancel Help

0; United States of America; North America  
ark; Jefferson County; Colorado; United States of America; North America  
1; Park County; Colorado; United States  
0E LEVEL 1; Magic Mountain Site; Jeffer  
0E LEVEL 2; Magic Mountain Site; Jeffer  
0E LEVEL 3; Magic Mountain Site; Jeffer  
Colorado; United States of America; No  
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4E LEVEL 1; Magic Mountain Site; Jeffer  
4E LEVEL 2; Magic Mountain Site; Jeffer  
1E LEVEL 1; Magic Mountain Site; Jeffer  
4E LEVEL 3; Magic Mountain Site; Jeffer  
4E LEVEL 4; Magic Mountain Site; Jeffer  
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6E LEVEL 4; Magic Mountain Site; Jefferson County; Colorado; United States of America; North America  
4E LEVEL 24; Magic Mountain Site; Jefferson County; Colorado; United States of America; North America  
6E LEVEL 5; Magic Mountain Site; Jefferson County; Colorado; United States of America; North America

## 10 Click the checkbox next to your group name

The dialog should change to show you the group you just created in the previous step. Click the checkbox next to your group.



## 11 Click "Add"

To add the previously selected records to this group. An alert should pop up informing you that the records were added to your group.

You're done!

