



EMu v.5

Displaying records - sorting records


















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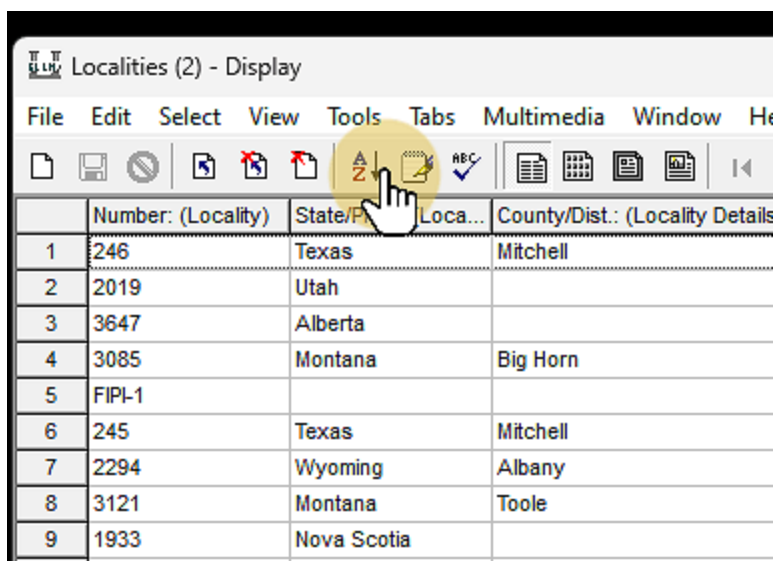
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1 You can sort records by any field available in the module you are in

We are logged in as an Education Collections Manager. We are viewing the results of a search in the Localities module, where the Locality Number field could be anything (except for empty). The current View chosen displays the Locality Number, State, County and Verbatim Locality fields.

Localities (2) - Display				
File Edit Select View Tools Tabs Multimedia Window Help				
                				
	Number: (Locality)	State/Prov.: (Loca...	County/Dist.: (Locality Details (1))	Verbatim Locality: (Locality Details (2))
1	246	Texas	Mitchell	
2	2019	Utah		Locality for Mesozoic specimens from Utah with no or
3	3647	Alberta		
4	3085	Montana	Big Horn	
5	FIPL-1			ARGUS Site LOCALITY superfield: Stony PlainARGUS
6	245	Texas	Mitchell	
7	2294	Wyoming	Albany	
8	3121	Montana	Toole	
9	1933	Nova Scotia		North of Truro on the coast looking towards Prince Edw
10	216	Colorado	Weld	6 mi E and 2 mi S of Grover. Most likely up on Peetz Ta
11	1591	Illinois		Srecimens without good locality data
12	425	North Dakota	Slope	
13	1160	Wyoming	Fremont	
14	847	Colorado	Lake	
15	1012	Nebraska	Adams	
16	1083	Colorado	Denver	
17	1630	Ohio		specimens without good locality data
18	1779	Wyoming	Sweetwater	
19	449	Montana	Garfield	
20	11791			DBP-2009-005
21	1573	California	Los Angeles	
22	2776	Colorado	Larimer	At Horsetooth Reservoir dam #2 on east side road
23	17107	Virginia	Amelia	For more Information, go to Notes.
24	17110	Virginia	Amelia	Amelia Courthouse. For more information, go to Notes.
25	3075	Montana	Yellowstone	
26	2172	New Mexico	San Miguel	
27	1171			
28	1512	Colorado	Weld	
29	1566	Colorado	Moffat	
Display 21544 matching records				
Irochaprado Education Collections Manager				

2 Click the sort icon in the toolbar (AZ with an arrow icon)



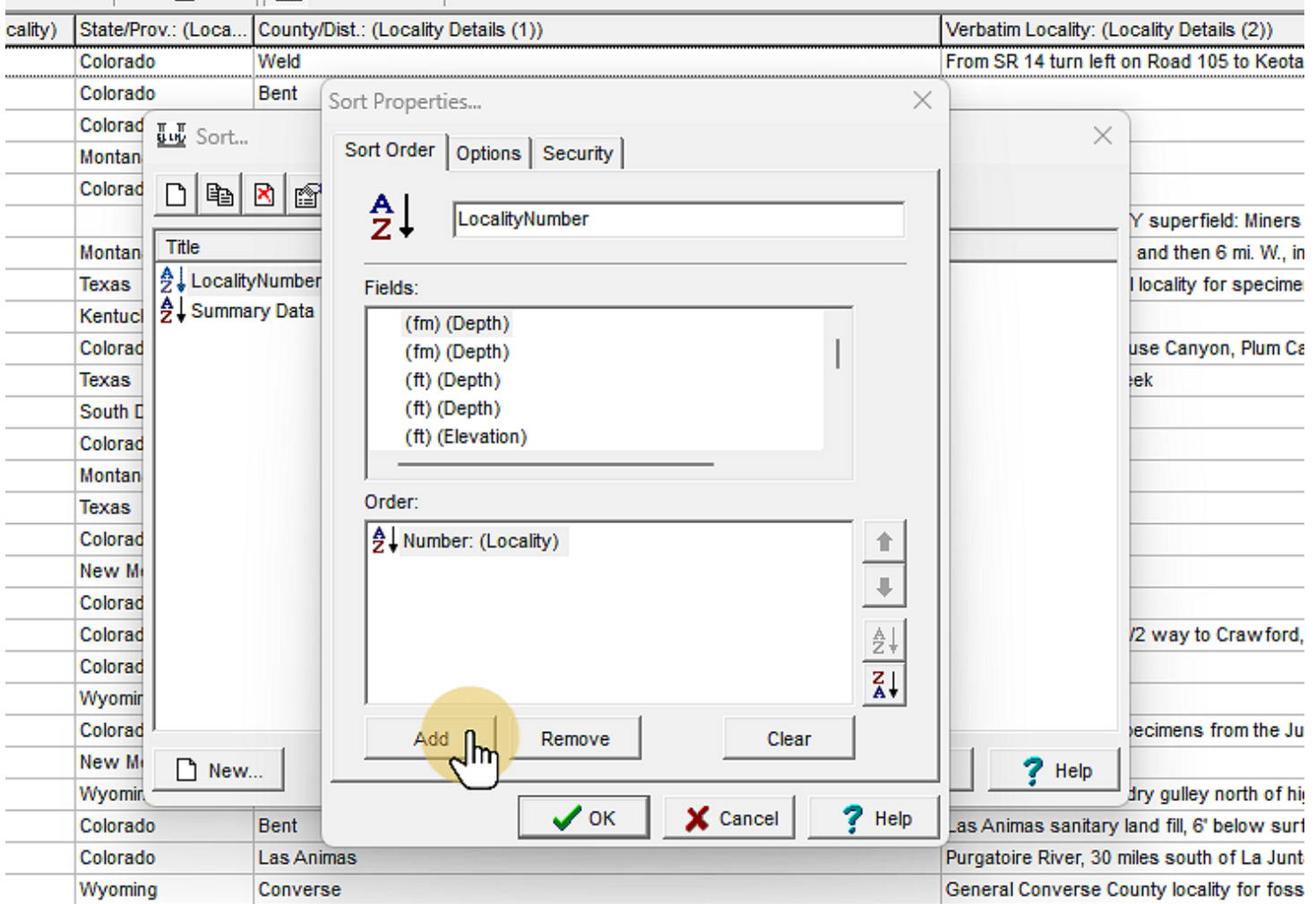
3 A pop-up window will appear

Just like a list View, we have to create Sort options so we can select what field(s) we want to sort by and how. Click "New".

(Locality)	State/Prov.: (Loca...	County/Dist.: (Locality Details (1))	Verbatim Locality: (Locality Details (2))
	Texas	Mitchell	
	Utah		Locality for Mesozoic specimens from Utah
	Alberta		
	Montana		
	Texas		
	Wyoming		
	Montana		
	Nova Sc		
	Colorado		
	Illinois		
	North Da		
	Wyoming		
	Colorado		
	Nebrask		
	Colorado		
	Ohio		
	Wyoming		
	Montana		
	Californi		
	Colorado		
	Virginia		
	Virginia		
	Montana	Yellowstone	
	New Mexico	San Miguel	
	Colorado	Weld	
	Colorado	Moffat	

4 Name your Sort something relevant

Since we want to sort our localities by the Locality Number field, let's add the name "LocalityNumber" and select the appropriate field and click add to use it as a sorting option. Click "OK" when done.



Locality	State/Prov.: (Loca...	County/Dist.: (Locality Details (1))	Verbatim Locality: (Locality Details (2))
Colorado	Colorado	Weld	From SR 14 turn left on Road 105 to Keota
Colorado	Colorado	Bent	
Colorado	Colorado		
Montana	Montana		
Colorado	Colorado		
Montana	Montana		
Texas	Texas		
Kentucky	Kentucky		
Colorado	Colorado		
Texas	Texas		
South D	South D		
Colorado	Colorado		
Montana	Montana		
Texas	Texas		
Colorado	Colorado		
New M	New M		
Colorado	Colorado		
Colorado	Colorado		
Colorado	Colorado		
Wyoming	Wyoming		
Colorado	Colorado		
New M	New M		
Wyoming	Wyoming		
Colorado	Colorado	Bent	
Colorado	Colorado	Las Animas	
Wyoming	Wyoming	Converse	

5 Click the newly created "LocalityNumber" Sort option

The screenshot shows a data management application with a 'Sort...' dialog box open. The dialog box has a 'Title' column with two options: 'LocalityNumber' and 'Summary Data'. A yellow circle highlights the 'LocalityNumber' option, and a hand cursor points to it. The background shows a table with columns: Number: (Locality), State/Prov.: (Loca..., County/Dist.: (Locality Details (1)), and Verbatim Locality: (Locality. The table contains 28 rows of data.

	Number: (Locality)	State/Prov.: (Loca...	County/Dist.: (Locality Details (1))	Verbatim Locality: (Locality
1	246	Texas	Mitchell	
2	2019	Utah		Locality for Mesozoic speci
3	3647	Alberta		
4	3085	Montan		
5	FIPI-1			
6	245	Texas		
7	2294	Wyomir		
8	3121	Montan		
9	1933	Nova S		
10	216	Colorad		
11	1591	Illinois		
12	425	North D		
13	1160	Wyomir		
14	847	Colorad		
15	1012	Nebras		
16	1083	Colorad		
17	1630	Ohio		
18	1779	Wyomir		
19	449	Montan		
20	11791			
21	1573	Californ		
22	2776	Colorad		
23	17107	Virginia		
24	17110	Virginia		
25	3075	Montana	Yellowstone	
26	2172	New Mexico	San Miguel	
27	1171			
28	1512	Colorado	Weld	

6 Click "OK"

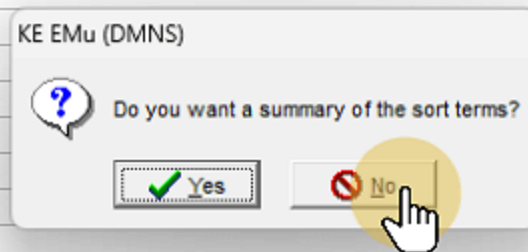
The screenshot shows a data management application with a table of records and a 'Sort...' dialog box open. The table has columns: Number: (Locality), State/Prov.: (Loca..., County/Dist.: (Locality Details (1)), and Verbatim Locality: (Locality. The dialog box has a 'Title' column and an 'Owner' column. The 'Title' column has 'LocalityNumber' selected, and the 'Owner' column has 'Irochaprado' and 'emu'. The 'OK' button is highlighted with a yellow circle and a hand cursor.

	Number: (Locality)	State/Prov.: (Loca...	County/Dist.: (Locality Details (1))	Verbatim Locality: (Locality
1	246	Texas	Mitchell	
2	2019	Utah		Locality for Mesozoic speci
3	3647	Alberta		
4	3085	Montan		
5	FIPI-1			
6	245	Texas		
7	2294	Wyomir		
8	3121	Montan		
9	1933	Nova S		
10	216	Colorad		
11	1591	Illinois		
12	425	North D		
13	1160	Wyomir		
14	847	Colorad		
15	1012	Nebras		
16	1083	Colorad		
17	1630	Ohio		
18	1779	Wyomir		
19	449	Montan		
20	11791			
21	1573	Californ		
22	2776	Colorad		
23	17107	Virginia		
24	17110	Virginia		
25	3075	Montana	Yellowstone	
26	2172	New Mexico	San Miguel	
27	1171			
28	1512	Colorado	Weld	

7 Before your records are sorted, a dialog will appear

Click "No" to ignore the summary of the sort terms. Depending on the number of records and fields you are sorting by, EMu might take up to a few minutes to provide you with results.

	Big Horn	
		ARGUS Site LOCALIT
	Mitchell	
	Albany	
	Toole	
ia		North of Truro on the
	Weld	6 mi E and 2 mi S of G
		Srecimens without go
ota	Slope	
	Fremont	
	Lake	
	Adams	
	Denver	
		specimens without go
	Sweetwater	
	Garfield	
		DBP-2009-005
	Los Angeles	
	Larimer	At Horsetooth Reserv
	Amelia	For more Information,
	Amelia	Amelia Courthouse. Fo
	Yellowstone	



8 Your records should be displayed in a sorted list

By default, the sorting process is done alphabetically or numerically (lower to higher), depending on the field(s) used. If you want to invert the sorting order, do it so in the Sort properties.

Localities (2) - Display

File Edit Select View Tools Tabs Multimedia Window Help

Number: (Locality) State/Prov.: (Loca...) County/Dist.: (Locality Details (1)) Verbatim Locality: (Locality Details (2))

1	1	Colorado	Weld	From SR 14 turn left on Road 105 to Keota. North of K
2	2	Colorado	Bent	
3	3	Colorado	Teller	Stohl Family Ranch
4	4	Montana	Rosebud	5 mi S. of town
5	5	Colorado	Jefferson	
6	5-LA			ARGUS Site LOCALITY superfield: Miners PeakARGUS
7	6	Montana	Garfield	5 mi. E., then 18 mi. N. and then 6 mi. W., in badlands
8	7	Texas	Burleson	Brazos River, General locality for specimens along the
9	8	Kentucky		Jefferson, KY
10	9	Colorado	Las Animas	Near La Junta, Ice House Canyon, Plum Canyon, on Ra
11	10	Texas	Potter	Sierrita de la Cruz Creek
12	11	South Dakota	Pennington	
13	12	Colorado	Weld	
14	13	Montana	McCone	
15	14	Texas	Burleson	
16	15	Colorado	Elbert	
17	16	New Mexico	Rio Arriba	
18	17	Colorado	Cheyenne	
19	18	Colorado	Delta	Highway 92 approx 1/2 way to Crawford, low rolling h
20	19	Colorado	Washington	
21	20	Wyoming	Sheridan	
22	21	Colorado	Fremont	General locality for specimens from the Jurassic of the
23	22	New Mexico	McKinley	
24	23	Wyoming	Johnson	South of Arvada in a dry gulley north of highway 90 ne
25	24	Colorado	Bent	Las Animas sanitary land fill, 6' below surface
26	25	Colorado	Las Animas	Purgatoire River, 30 miles south of La Junta
27	26	Wyoming	Converse	General Converse County locality for fossils with little
28	27	Colorado	Garfield	General locality for specimens from the Debeque Fm a
29	28	Wyoming	Big Horn	Badlands south of Wardell farm, 1 mile south of Dorse

Display 21544 matching records

Irochaprado Education Collections Manager