



EMu v.5

Displaying records - Using views

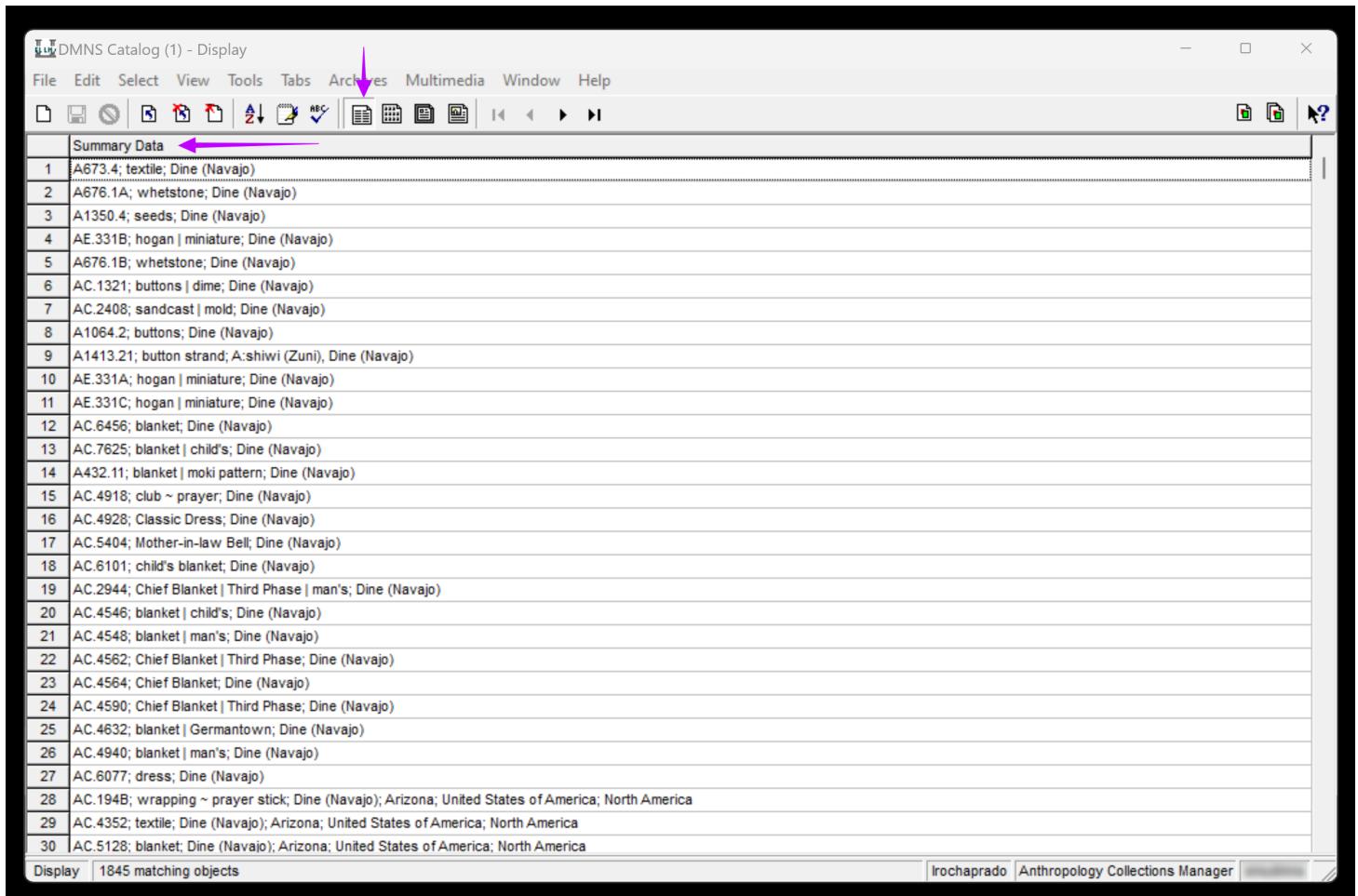
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1 In any module, a successful search will display, by default, only the "Summary" field of your records

In this example, we are logged in as "Anthropology Collections Manager" and we searched for records in the "Catalog" module. Only the "Summary Data" field is shown in the "View List" mode.



DMNS Catalog (1) - Display

File Edit Select View Tools Tabs Archives Multimedia Window Help

Summary Data

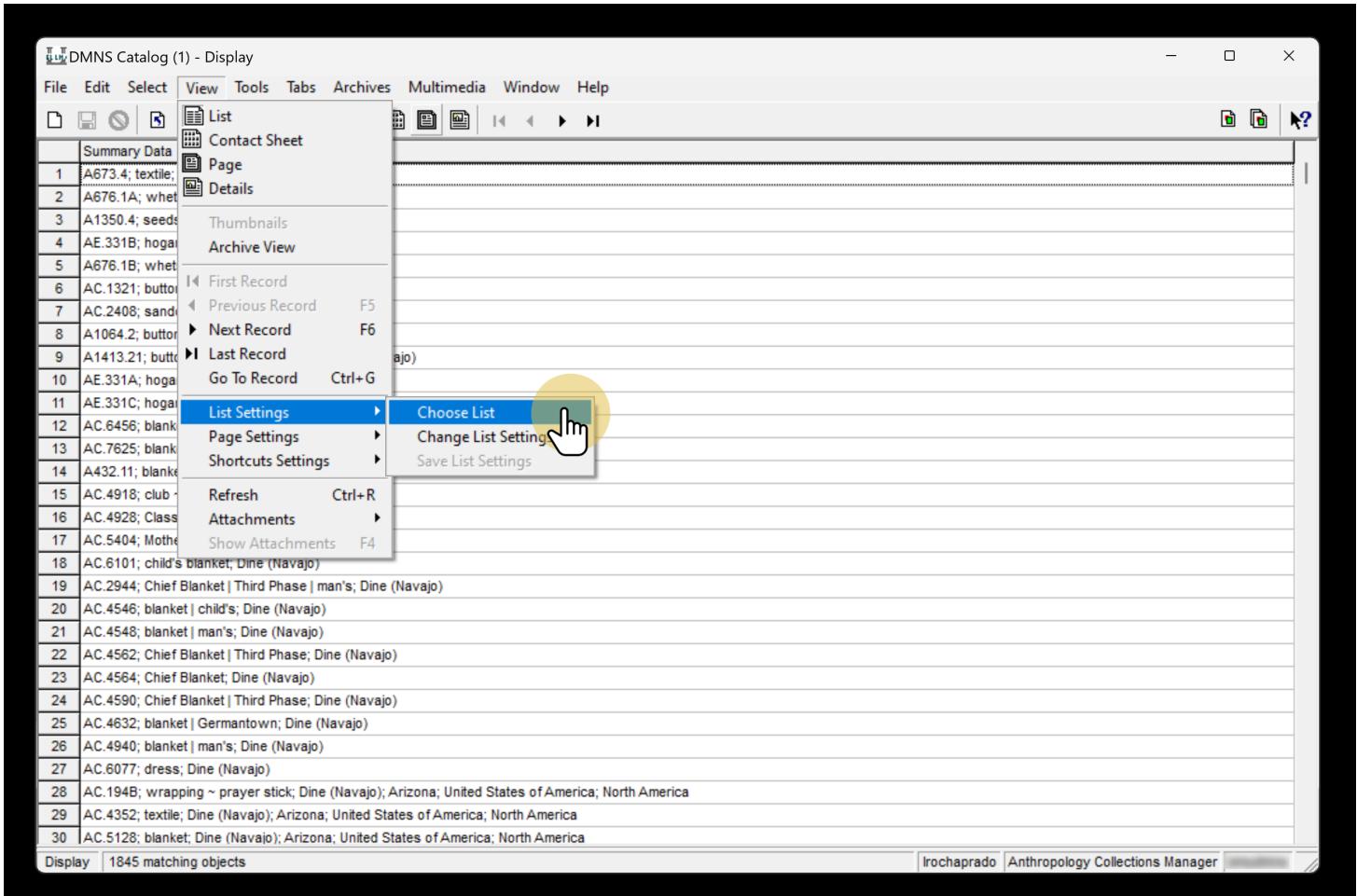
Number	Description
1	A673.4; textile; Dine (Navajo)
2	A676.1A; whetstone; Dine (Navajo)
3	A1350.4; seeds; Dine (Navajo)
4	AE.331B; hogan miniature; Dine (Navajo)
5	A676.1B; whetstone; Dine (Navajo)
6	AC.1321; buttons dime; Dine (Navajo)
7	AC.2408; sandcast mold; Dine (Navajo)
8	A1064.2; buttons; Dine (Navajo)
9	A1413.21; button strand; A:shawi (Zuni), Dine (Navajo)
10	AE.331A; hogan miniature; Dine (Navajo)
11	AE.331C; hogan miniature; Dine (Navajo)
12	AC.6456; blanket; Dine (Navajo)
13	AC.7625; blanket child's; Dine (Navajo)
14	A432.11; blanket moki pattern; Dine (Navajo)
15	AC.4918; club ~ prayer; Dine (Navajo)
16	AC.4928; Classic Dress; Dine (Navajo)
17	AC.5404; Mother-in-law Bell; Dine (Navajo)
18	AC.6101; child's blanket; Dine (Navajo)
19	AC.2944; Chief Blanket Third Phase man's; Dine (Navajo)
20	AC.4546; blanket child's; Dine (Navajo)
21	AC.4548; blanket man's; Dine (Navajo)
22	AC.4562; Chief Blanket Third Phase; Dine (Navajo)
23	AC.4564; Chief Blanket; Dine (Navajo)
24	AC.4590; Chief Blanket Third Phase; Dine (Navajo)
25	AC.4632; blanket Germantown; Dine (Navajo)
26	AC.4940; blanket man's; Dine (Navajo)
27	AC.6077; dress; Dine (Navajo)
28	AC.194B; wrapping ~ prayer stick; Dine (Navajo); Arizona; United States of America; North America
29	AC.4352; textile; Dine (Navajo); Arizona; United States of America; North America
30	AC.5128; blanket; Dine (Navajo); Arizona; United States of America; North America

Display | 1845 matching objects

Irochaprado | Anthropology Collections Manager

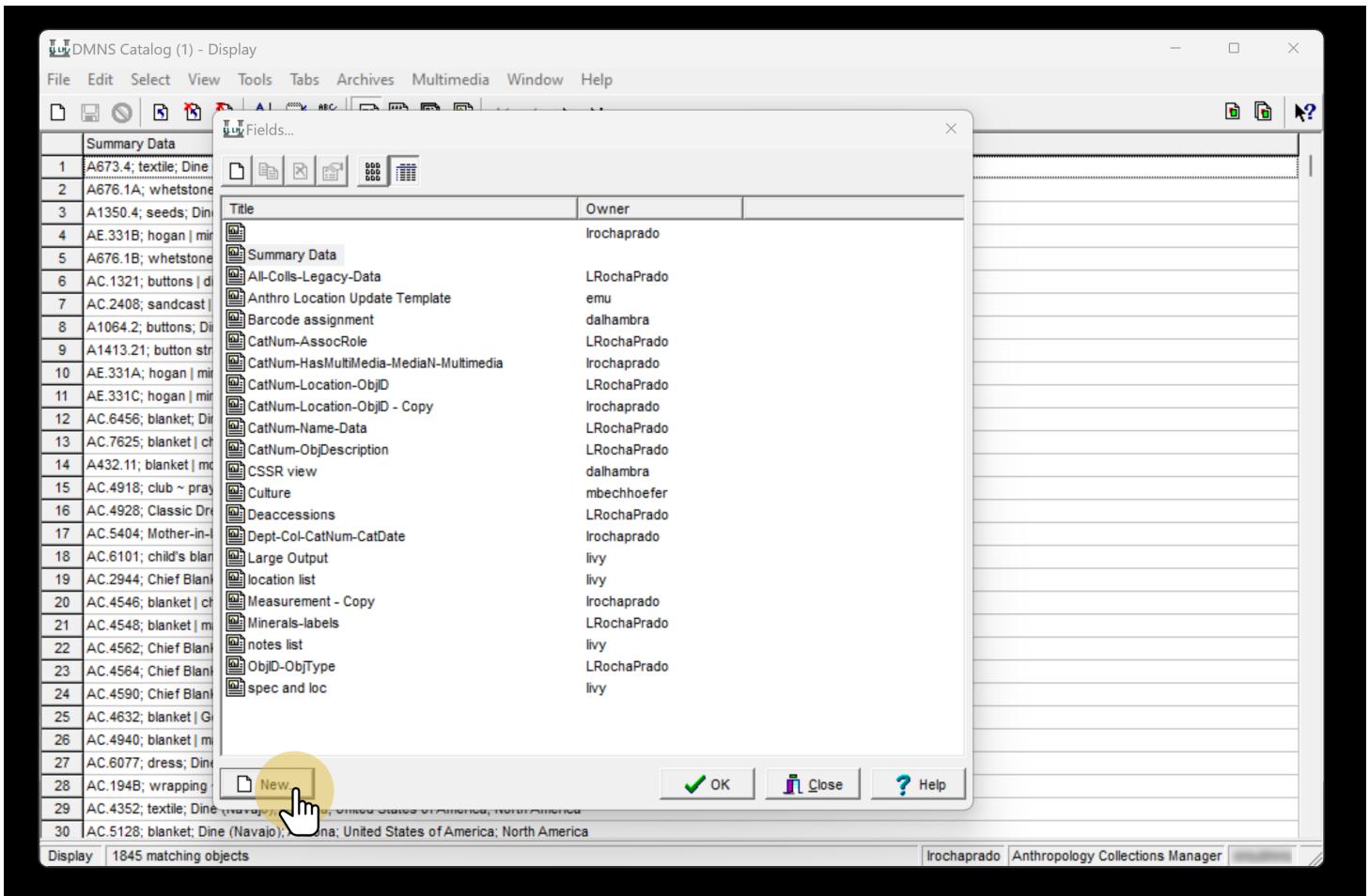
2 To visualize different field(s), they have to be added to a "View List"

Click the "View" menu in the upper toolbar, then "List Settings", then "Choose List".



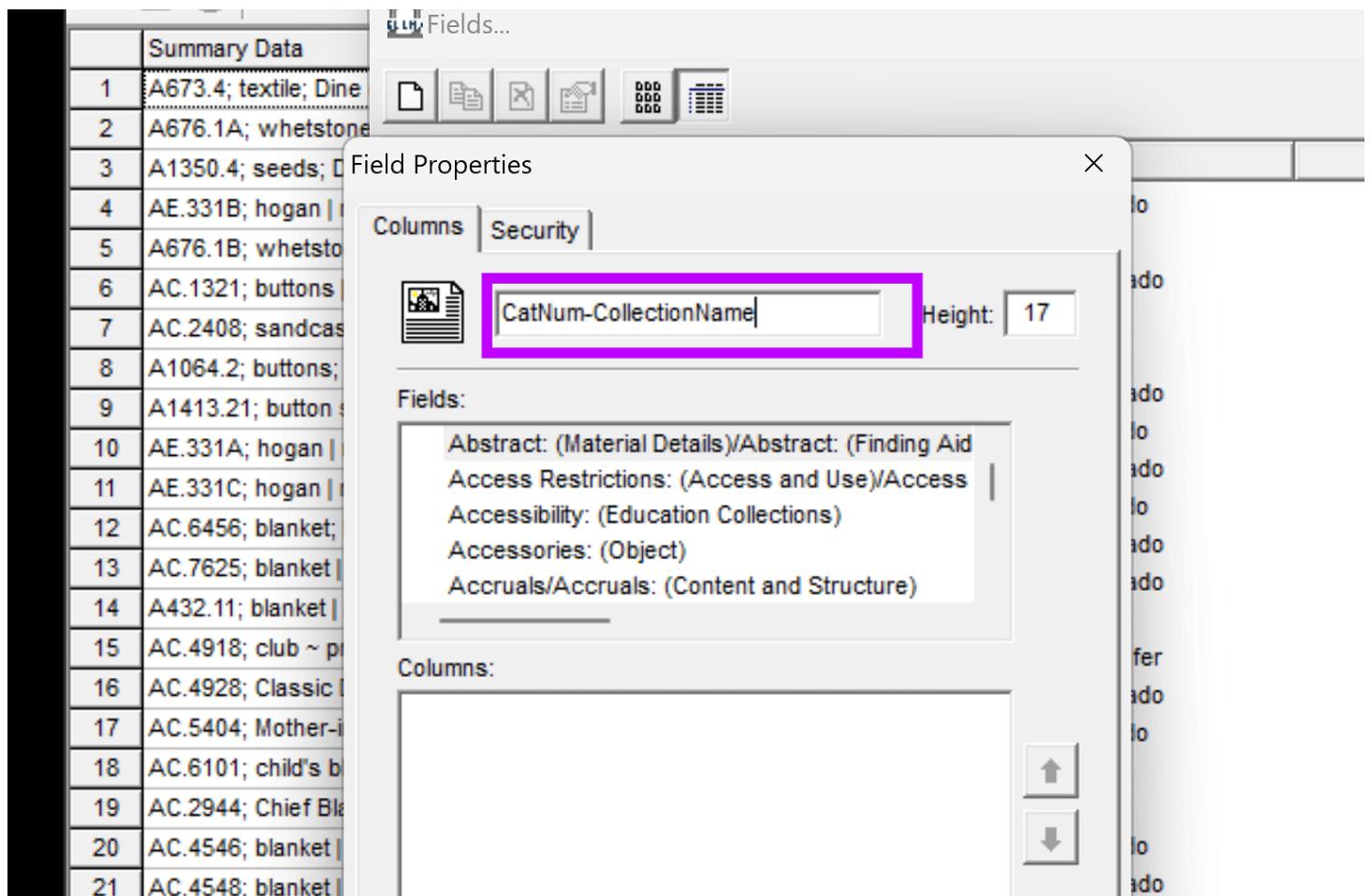
3 All view lists available to you will show up in the dialog

Click the "New" button to create a new view list.



4 Add a meaningful name to the view list

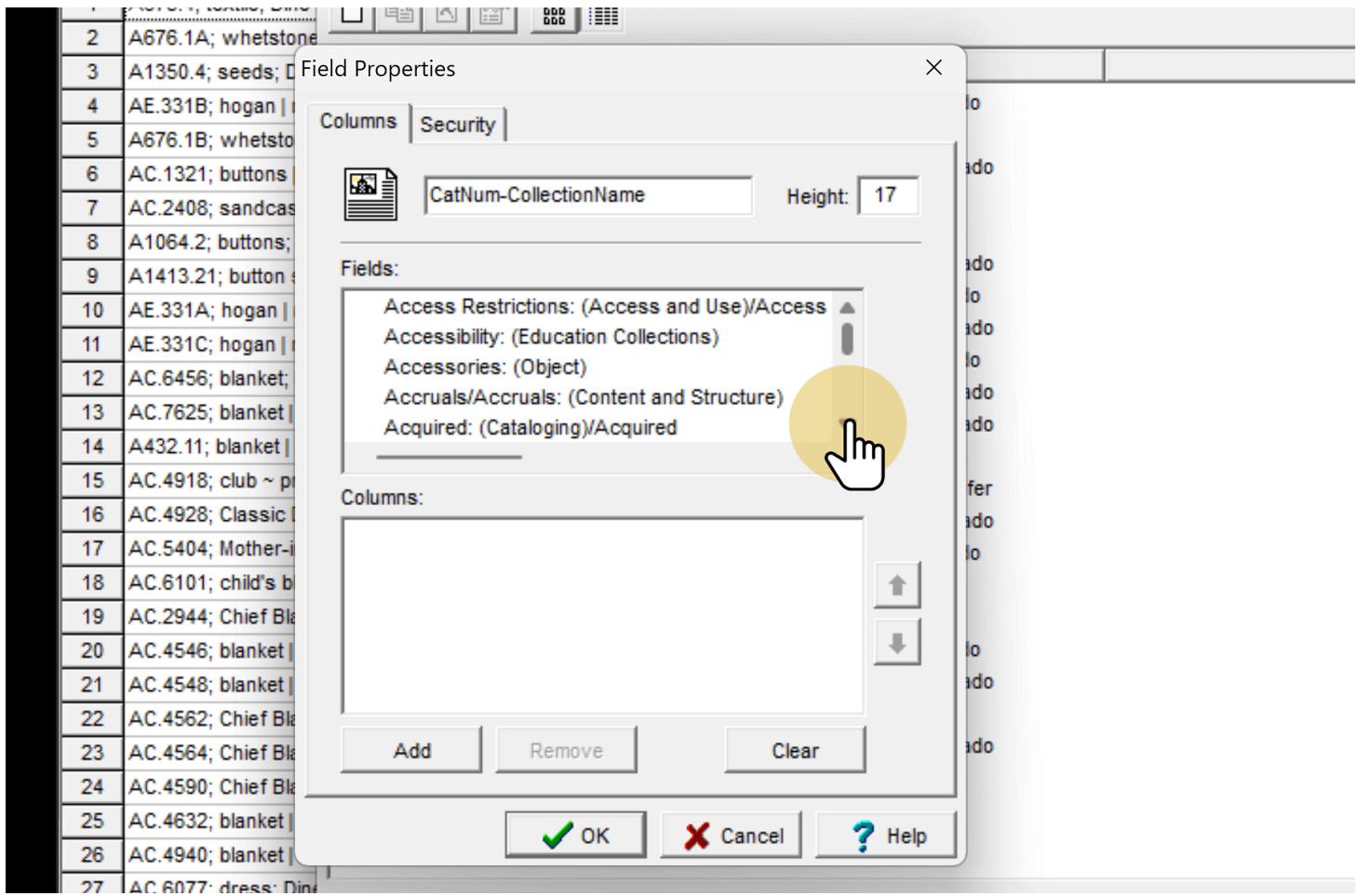
Think of lists as templates that can and should be reused for many contexts. In this example, I gave the view list the names of the fields it will contain.



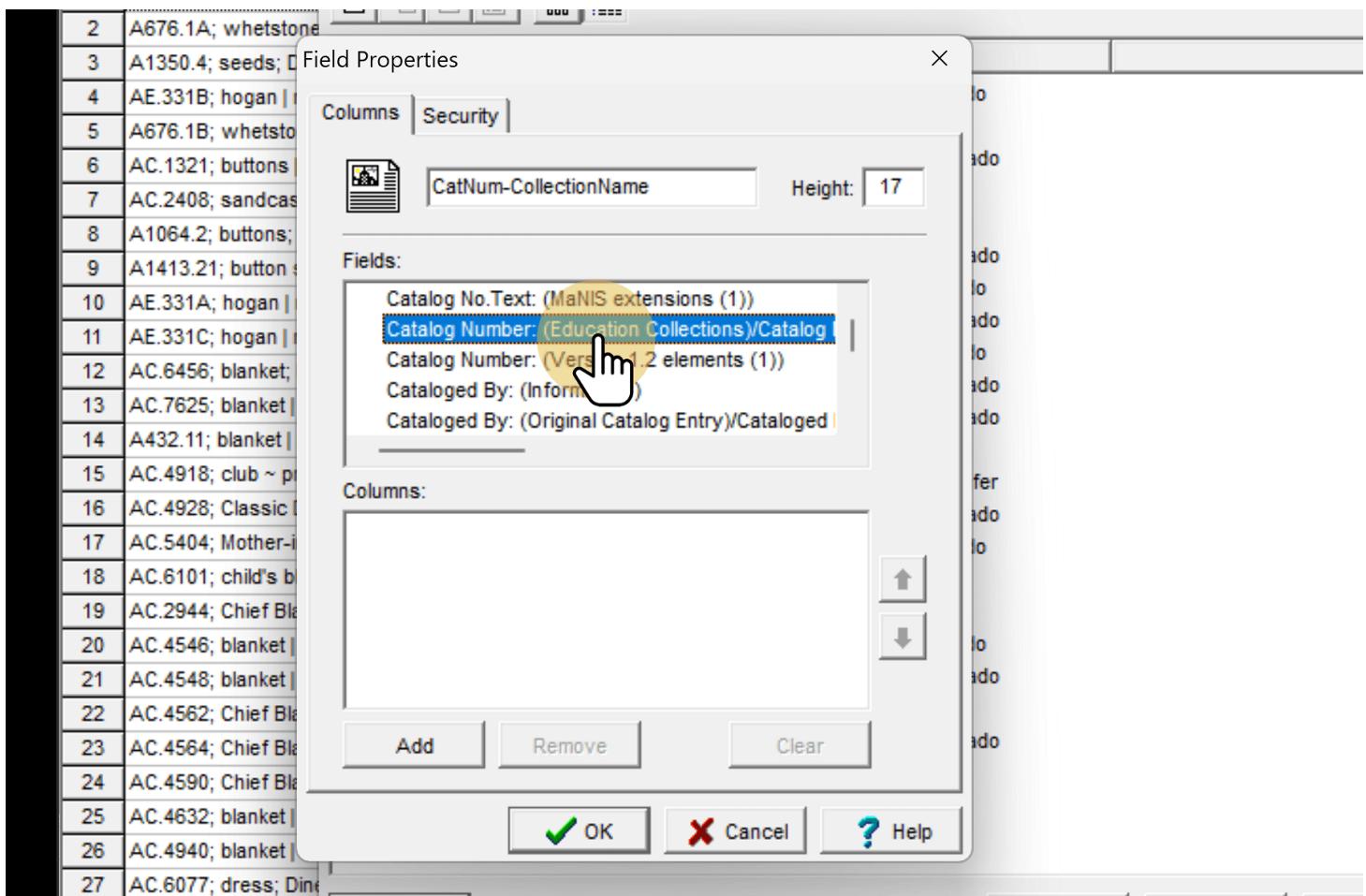
The screenshot shows a software application window. On the left, there is a list of items labeled 'Summary Data' with rows numbered 1 to 21. The first few items are: 1 A673.4; textile; Dine, 2 A676.1A; whetstone, 3 A1350.4; seeds; Dine, 4 AE.331B; hogan |, 5 A676.1B; whetsto, 6 AC.1321; buttons, 7 AC.2408; sandcas, 8 A1064.2; buttons;, 9 A1413.21; button s, 10 AE.331A; hogan |, 11 AE.331C; hogan |, 12 AC.6456; blanket;, 13 AC.7625; blanket |, 14 A432.11; blanket |, 15 AC.4918; club ~ pi, 16 AC.4928; Classic |, 17 AC.5404; Mother-i, 18 AC.6101; child's b, 19 AC.2944; Chief Bla, 20 AC.4546; blanket |, 21 AC.4548; blanket |.

A 'Field Properties' dialog box is open over the list. It has tabs for 'Columns' and 'Security'. The 'Columns' tab is selected. Inside, there is a text input field containing 'CatNum-CollectionName' which is highlighted with a purple rectangle. To the right of this field is a 'Height:' dropdown set to 17. Below this section is a 'Fields:' list containing several categories: Abstract: (Material Details)/Abstract: (Finding Aid), Access Restrictions: (Access and Use)/Access, Accessibility: (Education Collections), Accessories: (Object), and Accruals/Accruals: (Content and Structure). At the bottom of the dialog box are 'Columns:' and 'Up'/'Down' navigation buttons.

5 Scroll the "Fields" window to find the columns you want to add to your view list

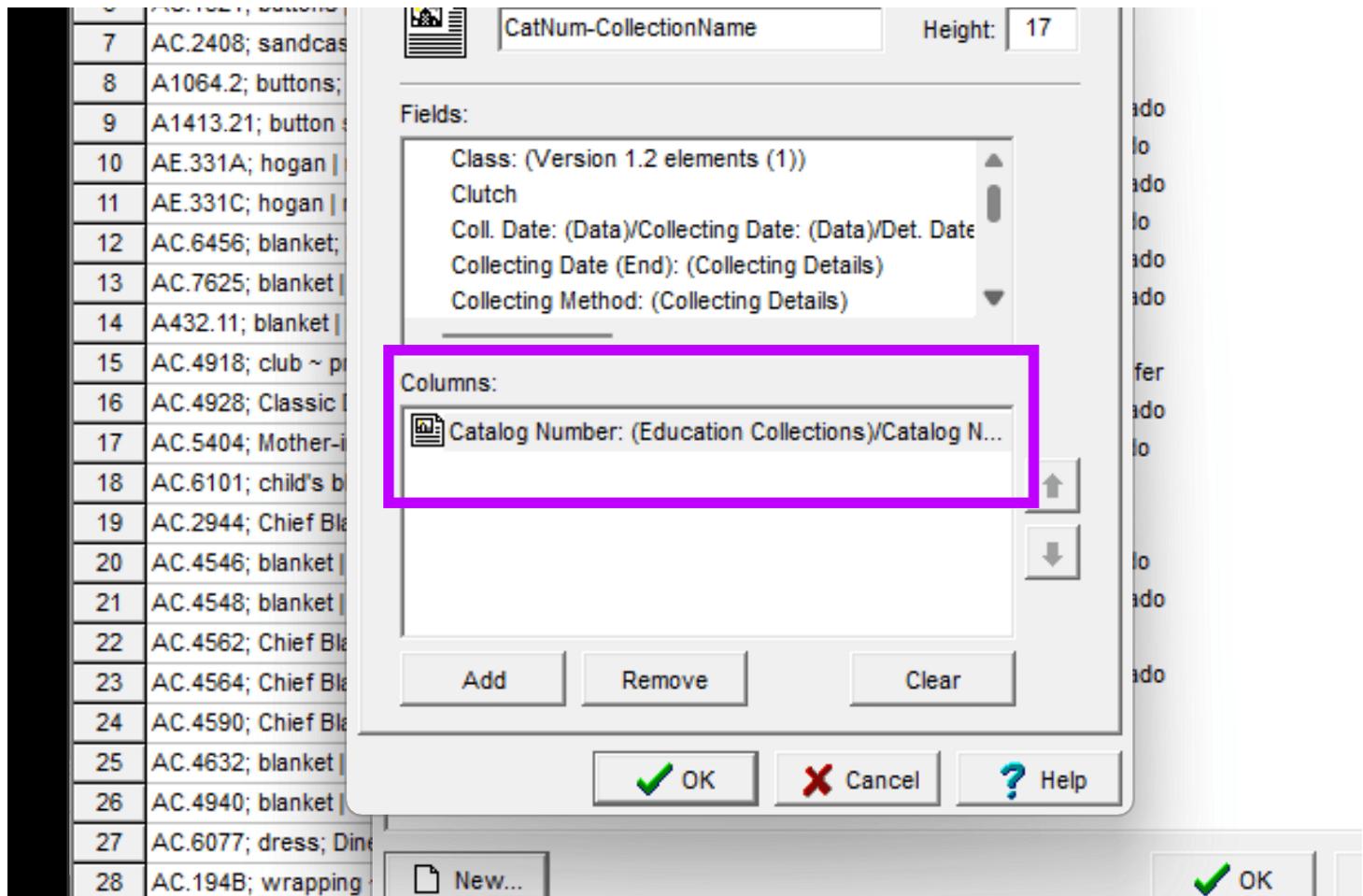


6 Double-click each field to add it



7 Each added field will appear in the "Columns" window

You can repeat the previous step as many times as you'd like.

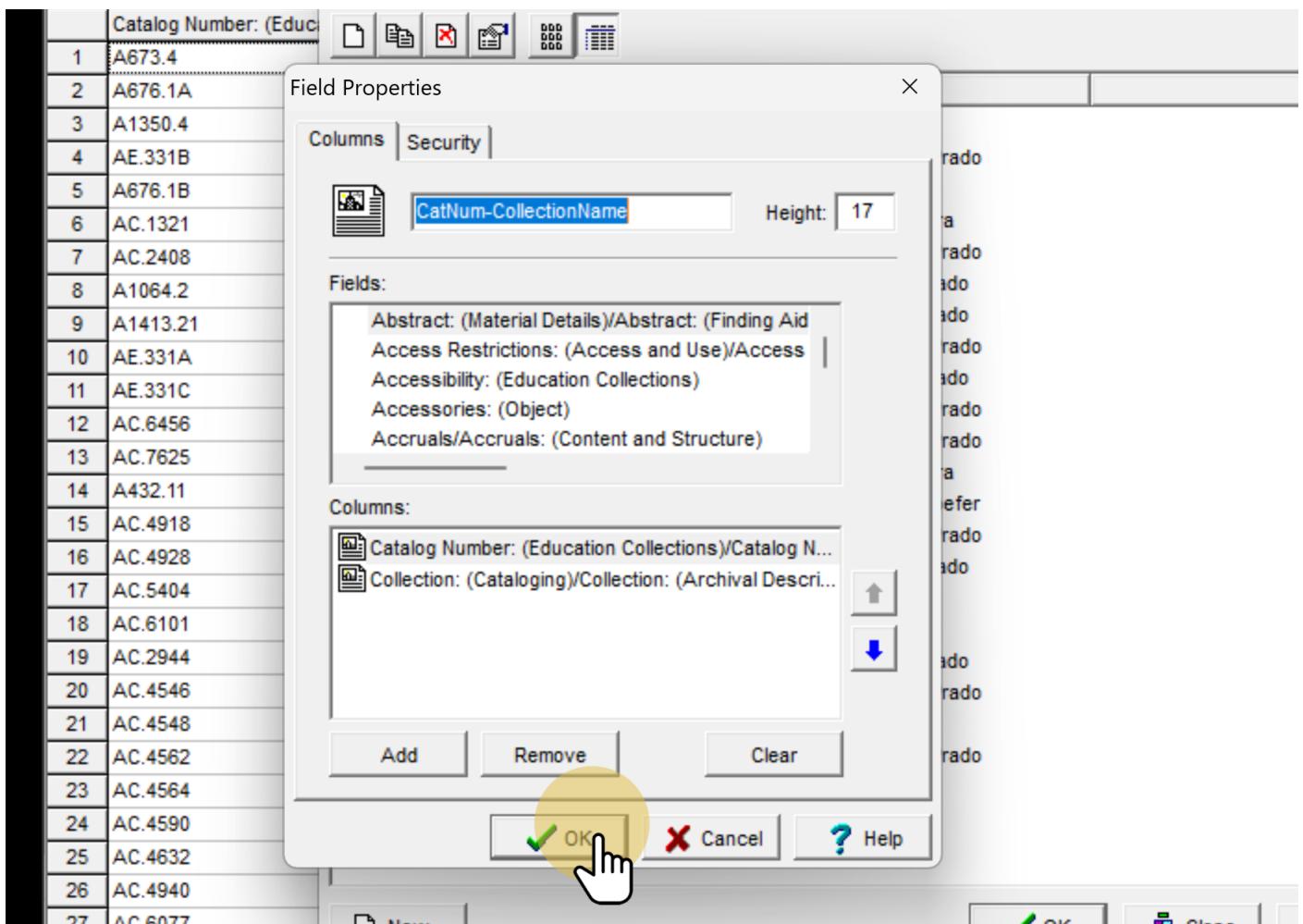


The screenshot shows a software application window. On the left, there is a vertical list of items, likely database records, with rows numbered 7 through 28. The first few items are:

- 7 AC.2408; sandcas
- 8 A1064.2; buttons;
- 9 A1413.21; button
- 10 AE.331A; hogan |
- 11 AE.331C; hogan |
- 12 AC.6456; blanket;
- 13 AC.7625; blanket |
- 14 A432.11; blanket |
- 15 AC.4918; club ~ pi
- 16 AC.4928; Classic |
- 17 AC.5404; Mother-i
- 18 AC.6101; child's b
- 19 AC.2944; Chief Bla
- 20 AC.4546; blanket |
- 21 AC.4548; blanket |
- 22 AC.4562; Chief Bla
- 23 AC.4564; Chief Bla
- 24 AC.4590; Chief Bla
- 25 AC.4632; blanket |
- 26 AC.4940; blanket |
- 27 AC.6077; dress; Dine
- 28 AC.194B; wrapping

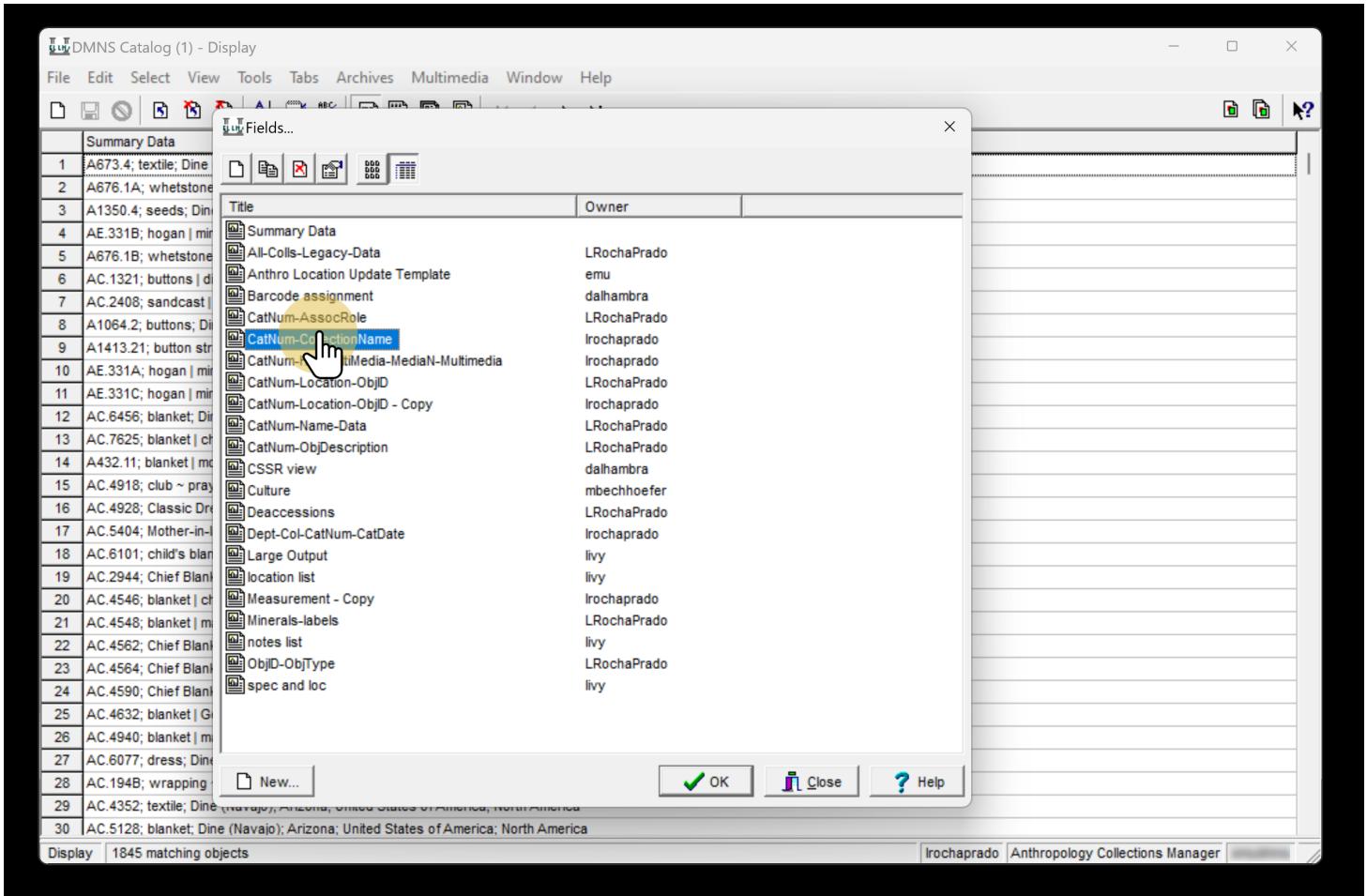
On the right, there is a configuration window titled "CatNum-CollectionName" with a height of 17. It has two main sections: "Fields:" and "Columns:". The "Fields:" section lists several data elements. The "Columns:" section contains a single item, "Catalog Number: (Education Collections)/Catalog N...", which is highlighted with a thick purple border. Below the "Columns:" section are three buttons: "Add", "Remove", and "Clear". At the bottom of the window are "OK", "Cancel", and "Help" buttons. The entire configuration window is set against a background of a list of items, with the "Catalog Number" row highlighted by a purple rectangle.

8 Click "OK" to save your view list



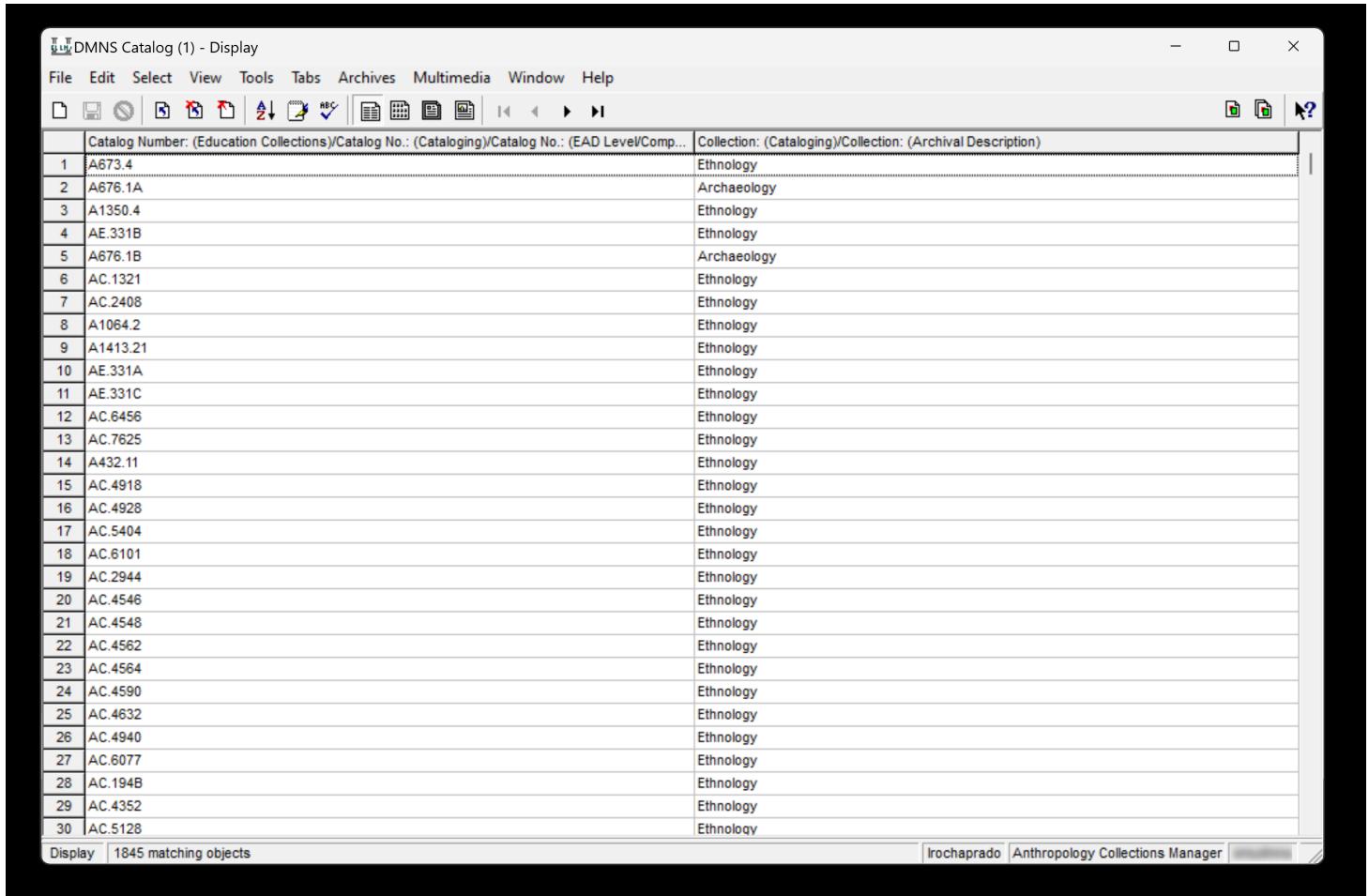
9 Double-click or select and click "OK" the view list to apply it

In this example, our newly created "CatNum-CollectionName" should be displayed.



10 Note how your view has changed

Only the selected two columns in our view list are displayed.



The screenshot shows a software application window titled "DMNS Catalog (1) - Display". The menu bar includes File, Edit, Select, View, Tools, Tabs, Archives, Multimedia, Window, and Help. The toolbar contains various icons for file operations like Open, Save, Print, and Find. The main window displays a table with two columns: "Catalog Number: (Education Collections)/Catalog No.: (Cataloging)/Catalog No.: (EAD Level/Comp...)" and "Collection: (Cataloging)/Collection: (Archival Description)". The table lists 30 entries, each consisting of a catalog number followed by its collection name. The collection names are all "Ethnology", except for entry 2 which is "Archaeology". The bottom left of the window shows "Display 1845 matching objects". The bottom right shows "Irochaprado Anthropology Collections Manager".

Catalog Number: (Education Collections)/Catalog No.: (Cataloging)/Catalog No.: (EAD Level/Comp...)	Collection: (Cataloging)/Collection: (Archival Description)
1 A673.4	Ethnology
2 A676.1A	Archaeology
3 A1350.4	Ethnology
4 AE.331B	Ethnology
5 A676.1B	Archaeology
6 AC.1321	Ethnology
7 AC.2408	Ethnology
8 A1064.2	Ethnology
9 A1413.21	Ethnology
10 AE.331A	Ethnology
11 AE.331C	Ethnology
12 AC.6456	Ethnology
13 AC.7625	Ethnology
14 A432.11	Ethnology
15 AC.4918	Ethnology
16 AC.4928	Ethnology
17 AC.5404	Ethnology
18 AC.6101	Ethnology
19 AC.2944	Ethnology
20 AC.4546	Ethnology
21 AC.4548	Ethnology
22 AC.4562	Ethnology
23 AC.4564	Ethnology
24 AC.4590	Ethnology
25 AC.4632	Ethnology
26 AC.4940	Ethnology
27 AC.6077	Ethnology
28 AC.194B	Ethnology
29 AC.4352	Ethnology
30 AC.5128	Ethnology