EMu v.5

Displaying records - summarizing records

Last updated 29-01-2025

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1   Before sorting the records, EMu can display a summary for you

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.

	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	FIPI-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 Edv
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   lrochaprado   Education Collections Manager

2 Click the sort icon in the toolbar (AZ with an arrow icon)
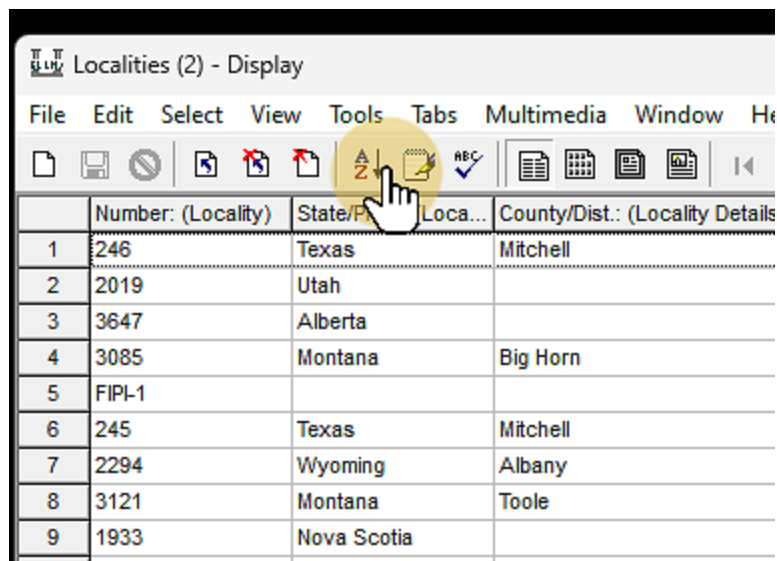
3   Select a Sort option that includes the fields you want your records to be summarized by

We are selecting the "LocalityNumber" Sort option, that sorts records by the Locality Number in ascending order.

4   Click "OK"

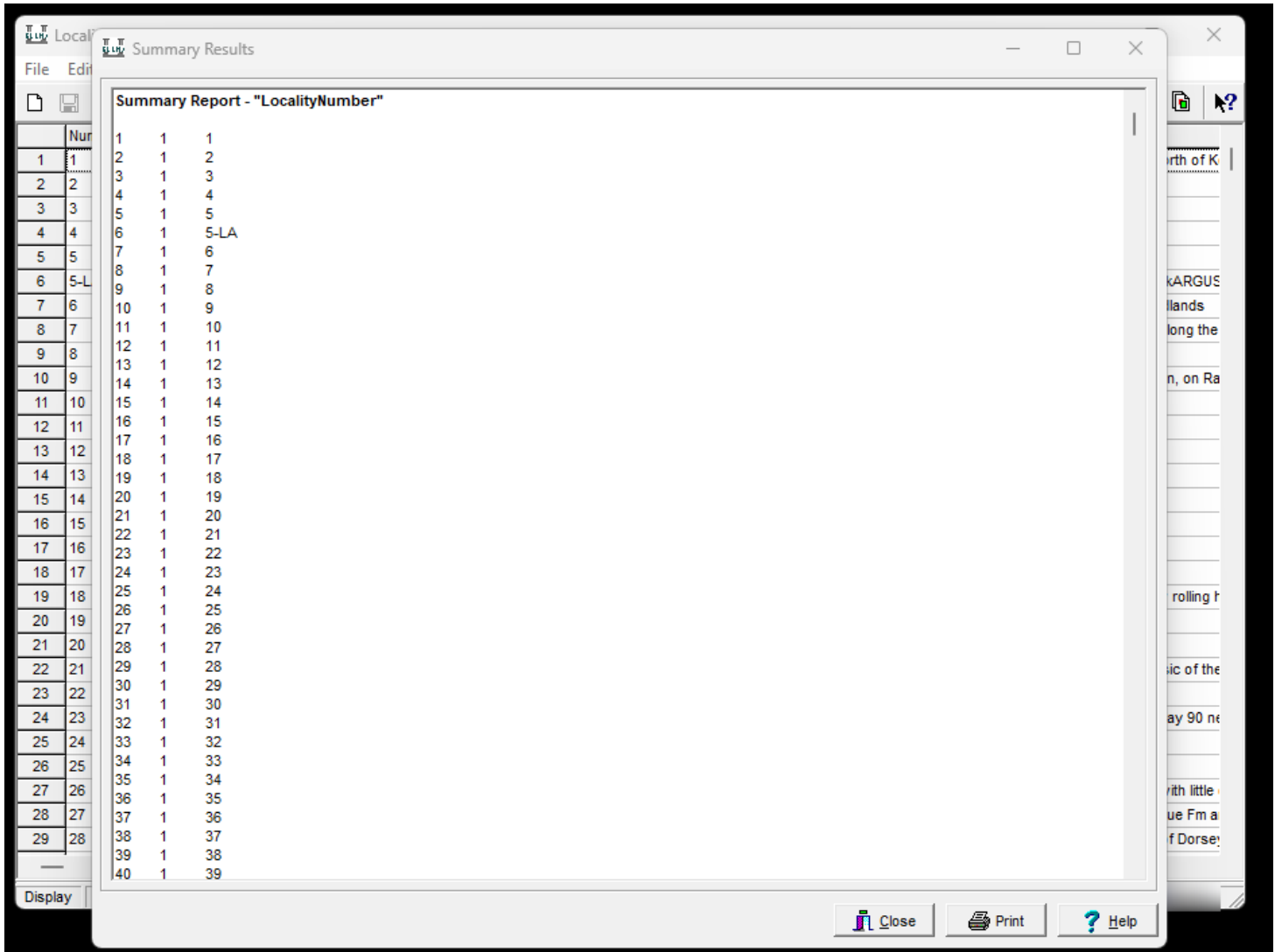## 5   Before your records are sorted, a dialog will appear

Click "Yes" to display the summary of the sort terms. Depending on the number of records and fields your are sorting by, EMu might take up to a few minutes to provide you with results.

6   A window should display the Summary Report

The report that appears will use the field(s) selected for the sorting process to group records by identical entries and display a count.

7 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.

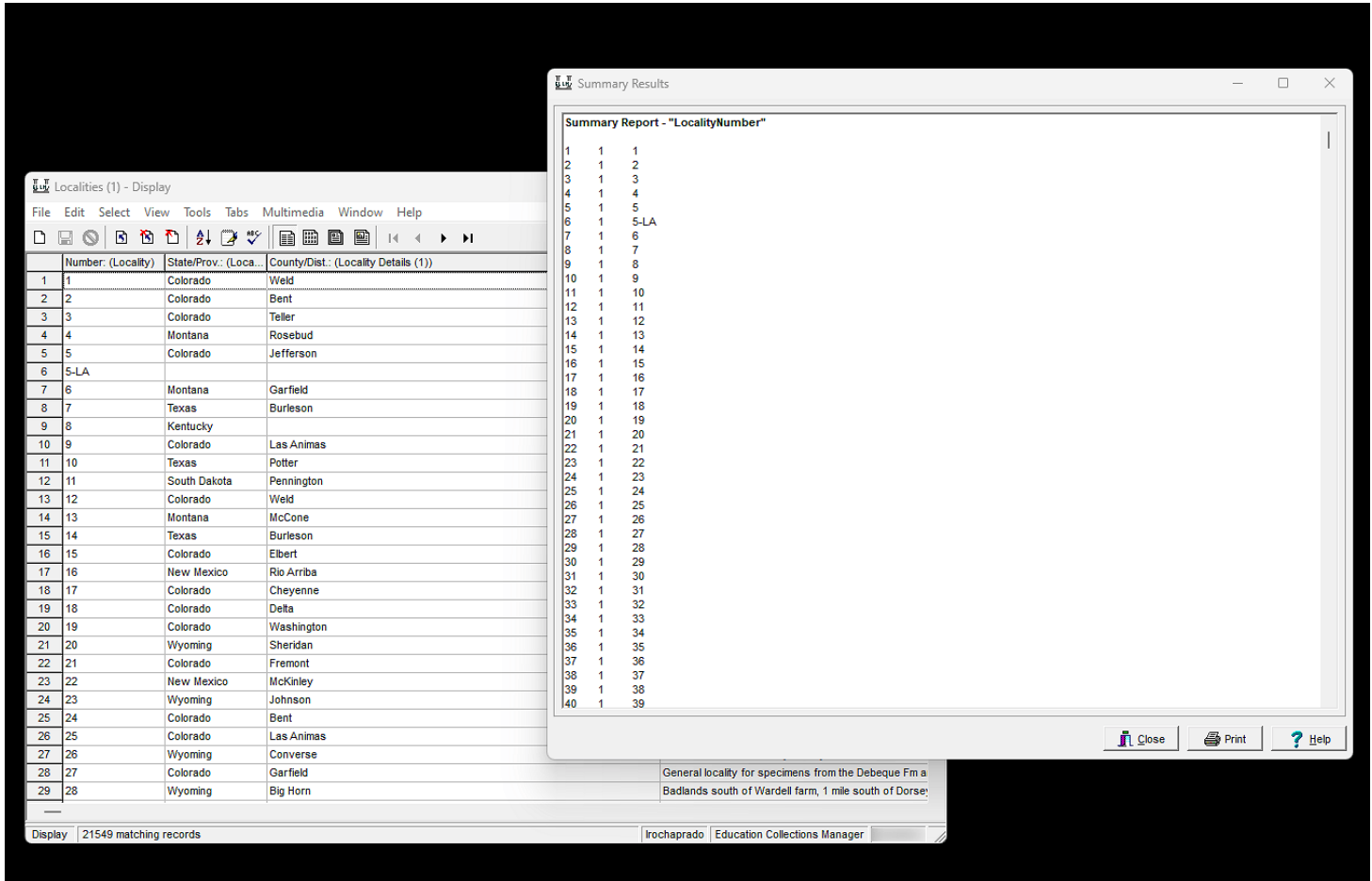|	Number: (Locality)	State/Prov.: (Loca...	County/Dist.: (Locality Details (1))	Verbatim Locality: (Locality Details (2))
1	1	Colorado	Weld	From SR 14 turn left on Road 105 to Keota. North of K:
2	2	Colorado	Bent	
3	3	Colorado	Teller	Stohl Family Ranch
4	4	Montana	Rosebud	5 mi S. of town
5	5	Colorado	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 Dorsey
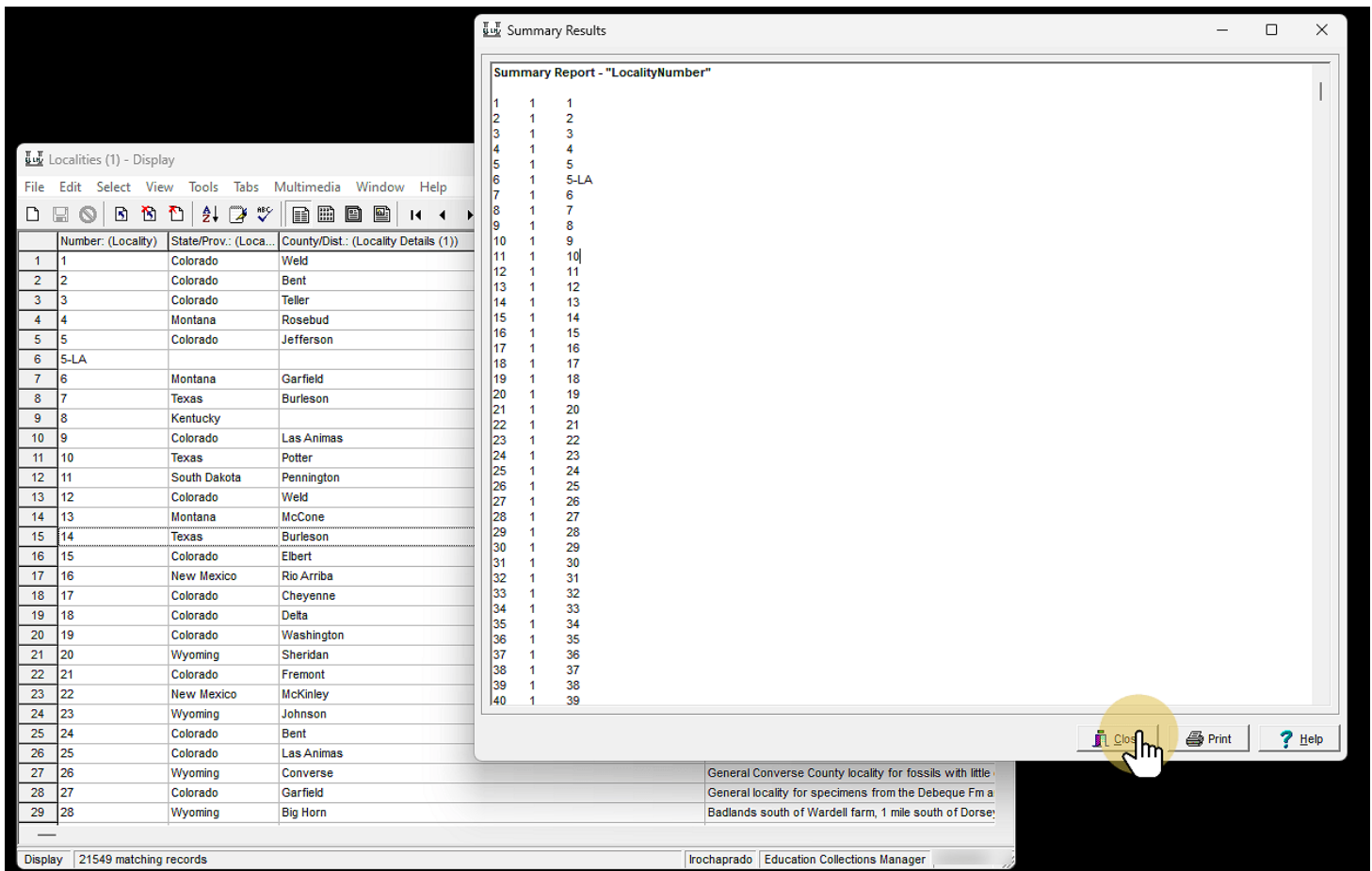
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8   You can drag the Summary Report window out of the way

You can select the values in the report to copy them, or you can print the report with the "Print" button.

9 A summary is more useful when there are multiple fields used for sorting

As you saw in the previous example, there was only one field being used for sorting the records, so grouping by Locality Number did not result in a useful report. Click the "Close" button to remove the summary.
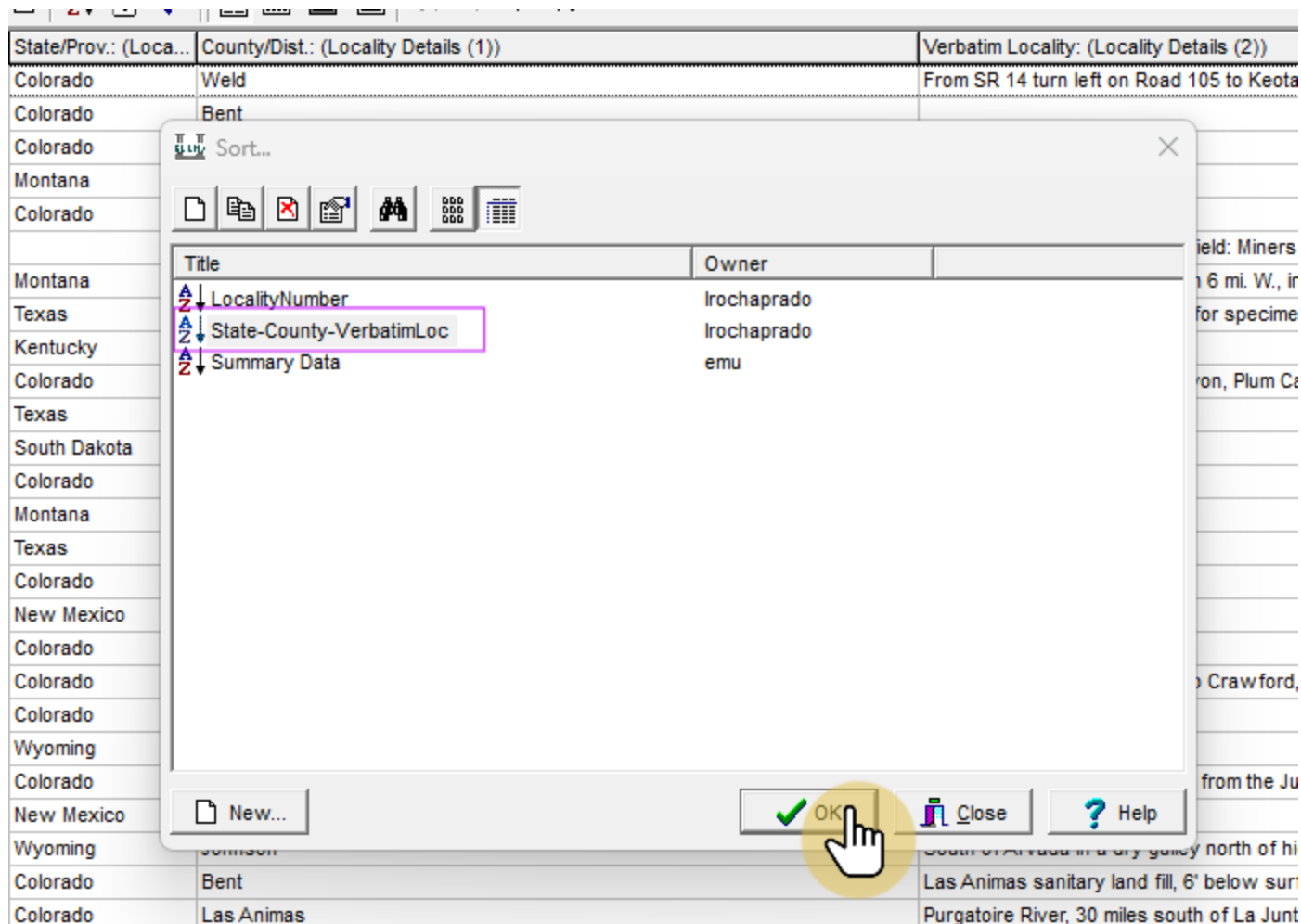
10   Click the "sort" icon again to pick a new Sort option

We are selecting a new Sort option created with the fields: State, County and Verbatim Locality. Since these fields are not unique for each record (like Locality Number was), we can use them to group and count records. Select the "State-County-VerbatimLoc" and click "OK".
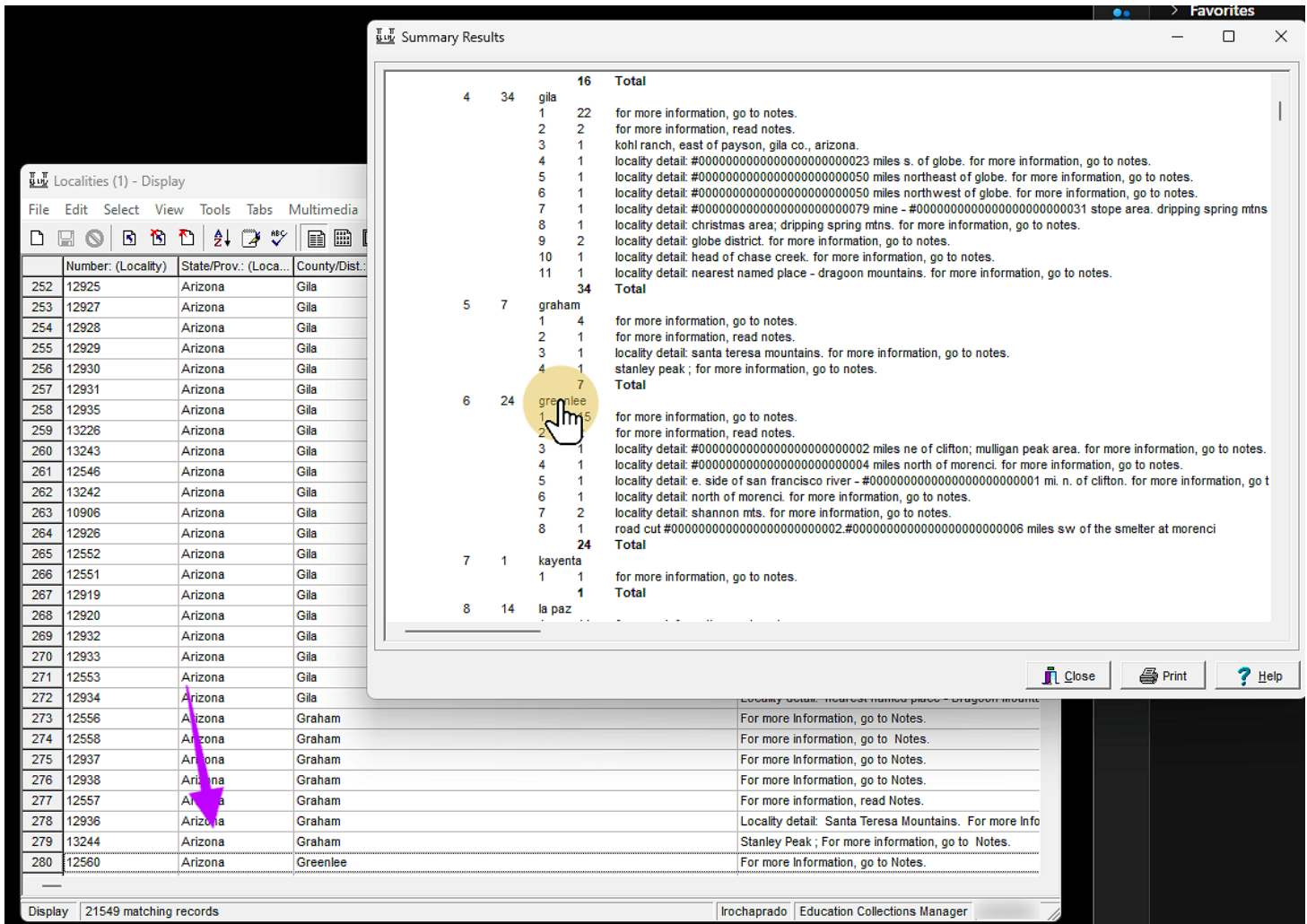
11   Click "Yes" in the summary option dialog

	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	

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? Do you want a summary of the sort terms?

✓ Yes   🚫 No
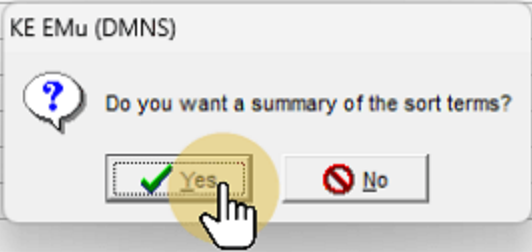
12   You can click the "groups" to see them

If you hover over the terms that were used to create each group, your cursor will change into a hand. This means you can click it. Once you click that term, the Localities module will highlight the first record that is included in that group.