EMu v.5

Groups - Retrieve a group

Last updated 29-01-2025

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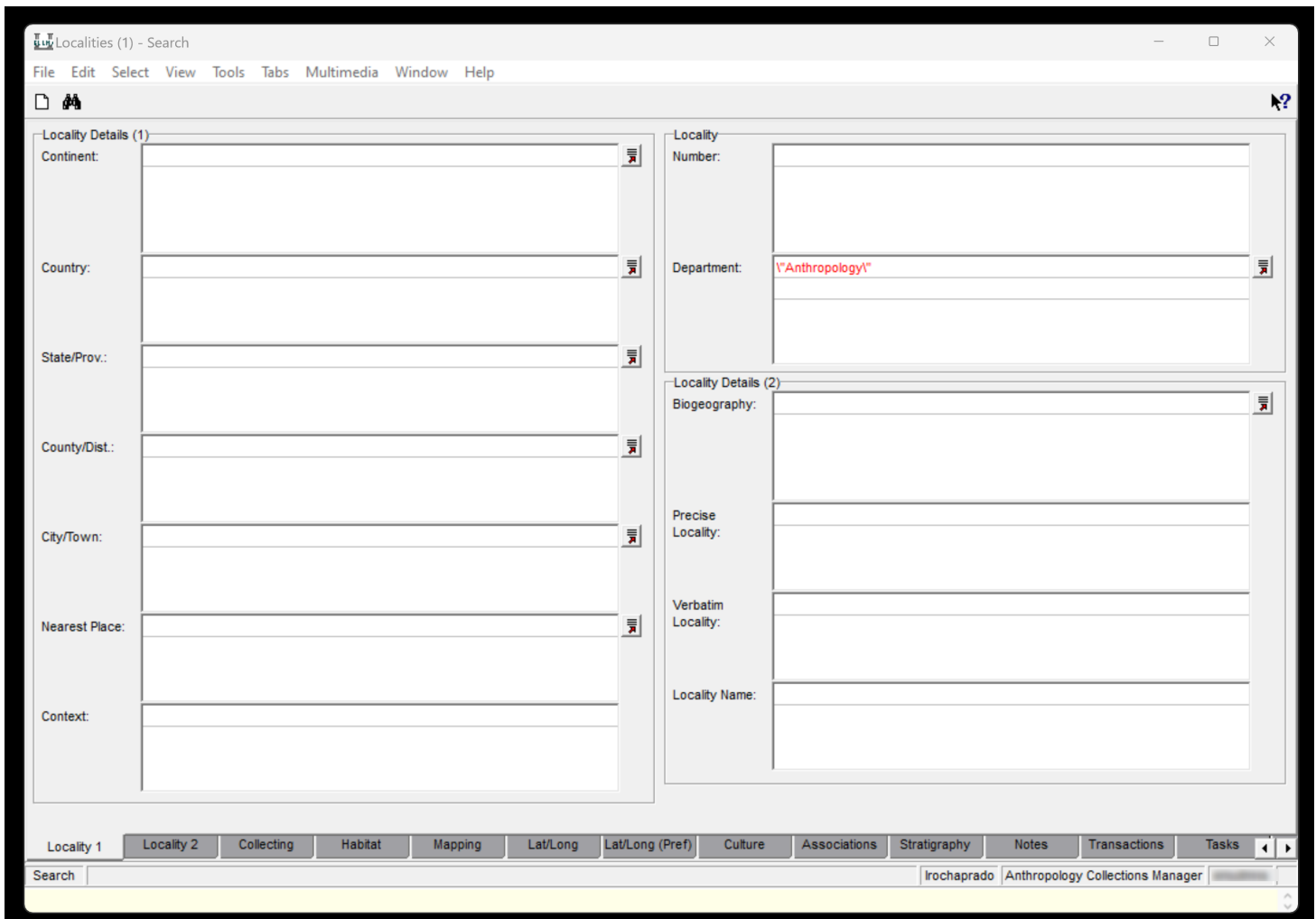
1   There are two main ways to retrieve groups.

1. Via the "Tools" menu in the module where the group was created (Step 2 in this guide)
2. Via the "Group" module (Step 3 in this guide)

2   Open the module where the group was created

If you know which module was used to create the group, open that module. In this example we are going to retrieve a group we created in the Localities module.

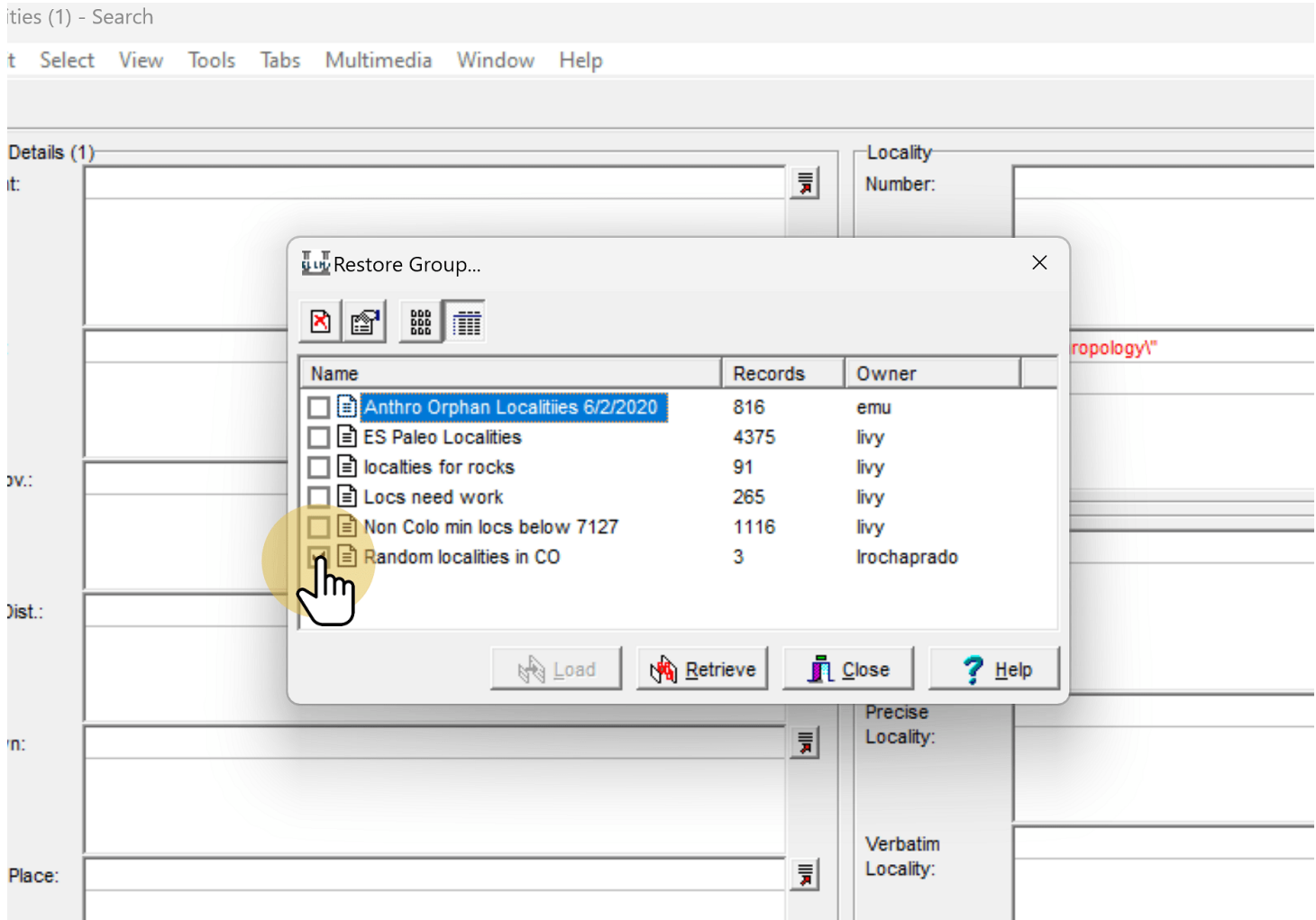## 2.1   Click "Tools" in the upper toolbar

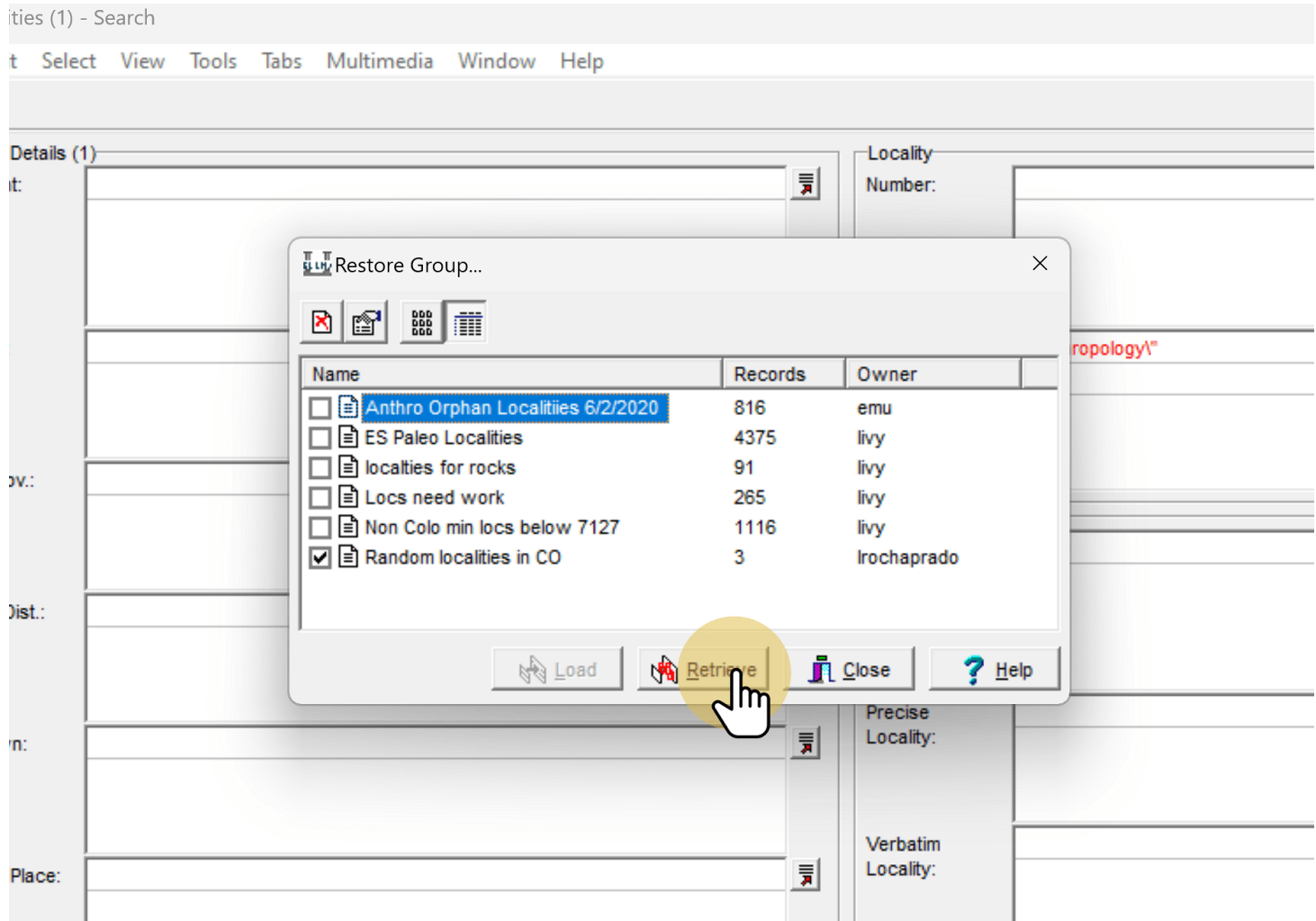Then click "Group" and "Retrieve Group".
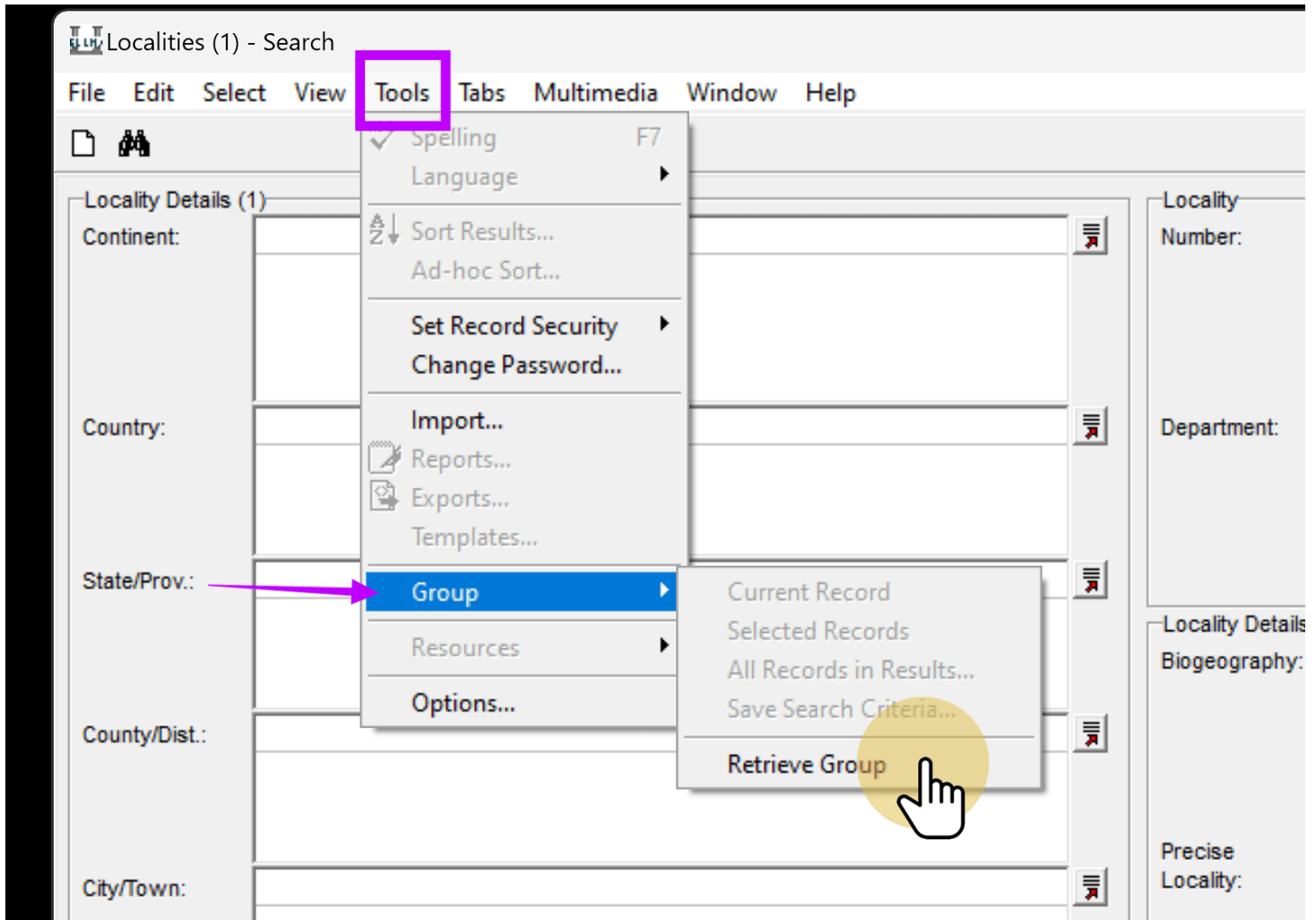
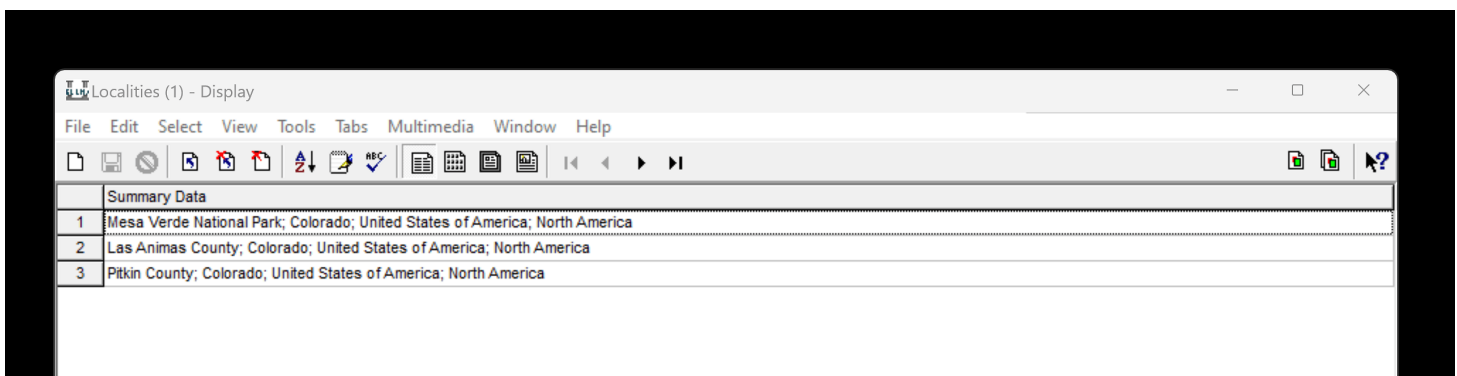## 2.2 Check the checkbox next to the name of the group you want to retrieve

In our case, we are checking the "Random localities in CO" group that we created earlier.
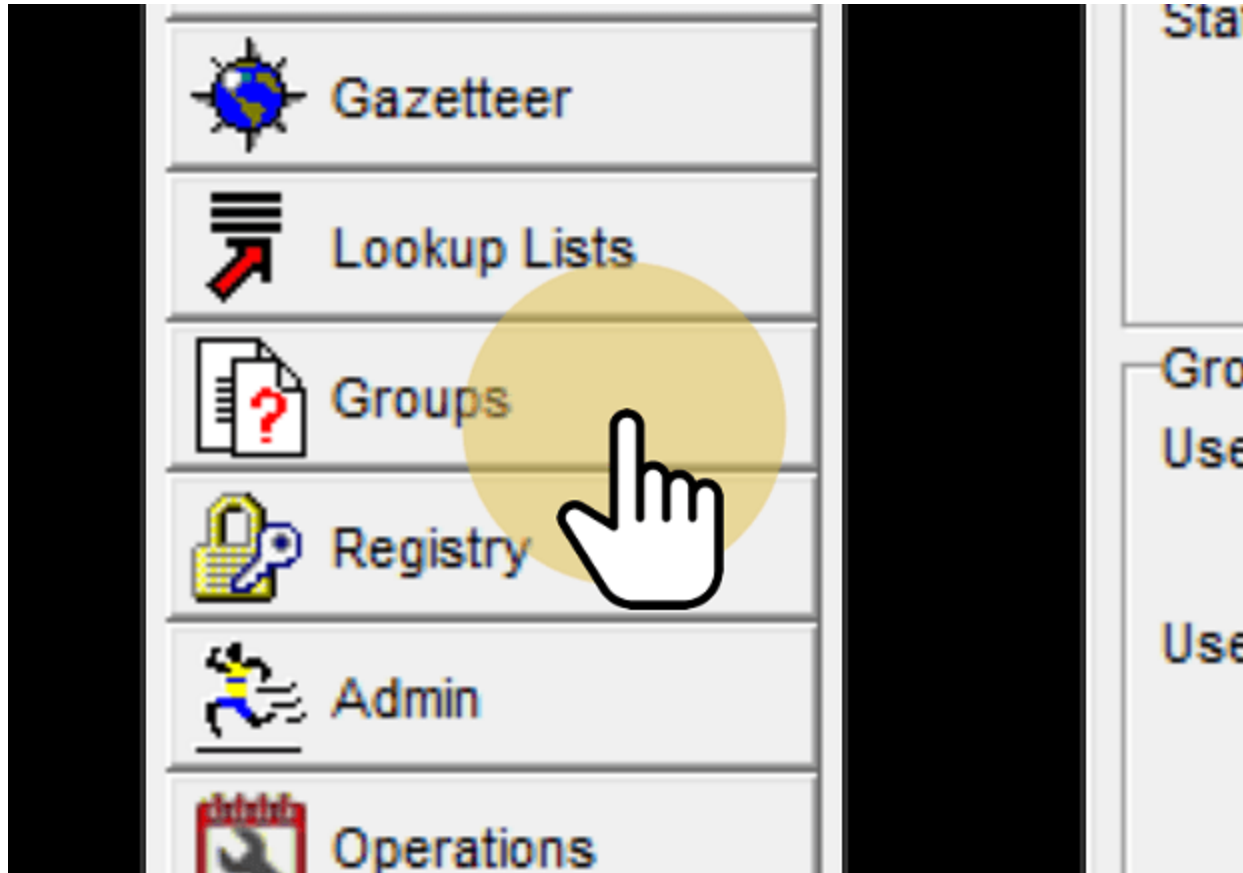
2.3   Click "Retrieve"

2.4   The records added to the group retrieve should show up
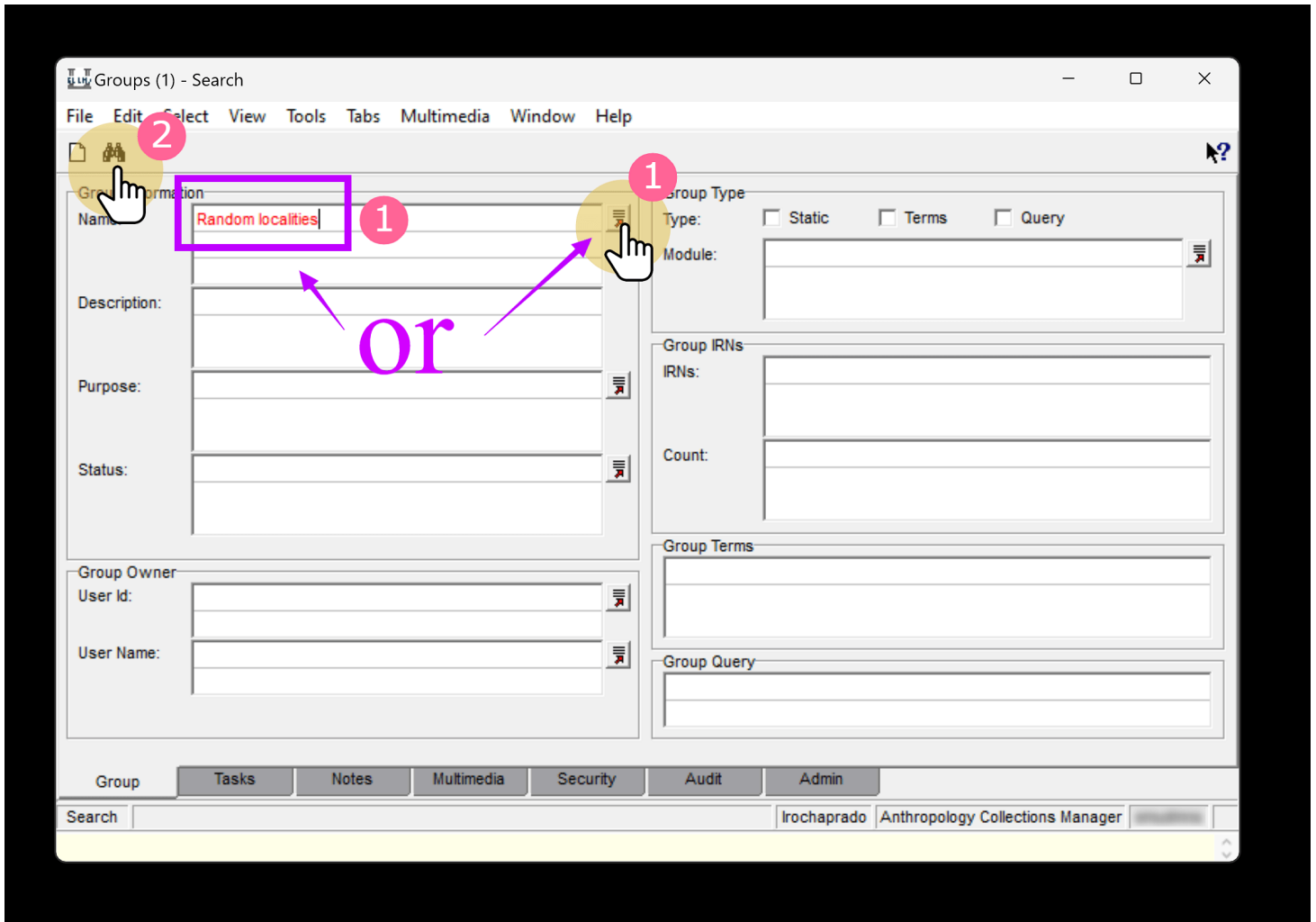
3 Click "Groups" in the Command Center

This will open the "Groups" module

3.1   Search for the group you desire

In the example we are using the partial name of the group we're looking for (step 1 on the left), but you can also click the icon to the right of the "Name" field to bring the lookup list with all groups available to you (step 1 on the right).

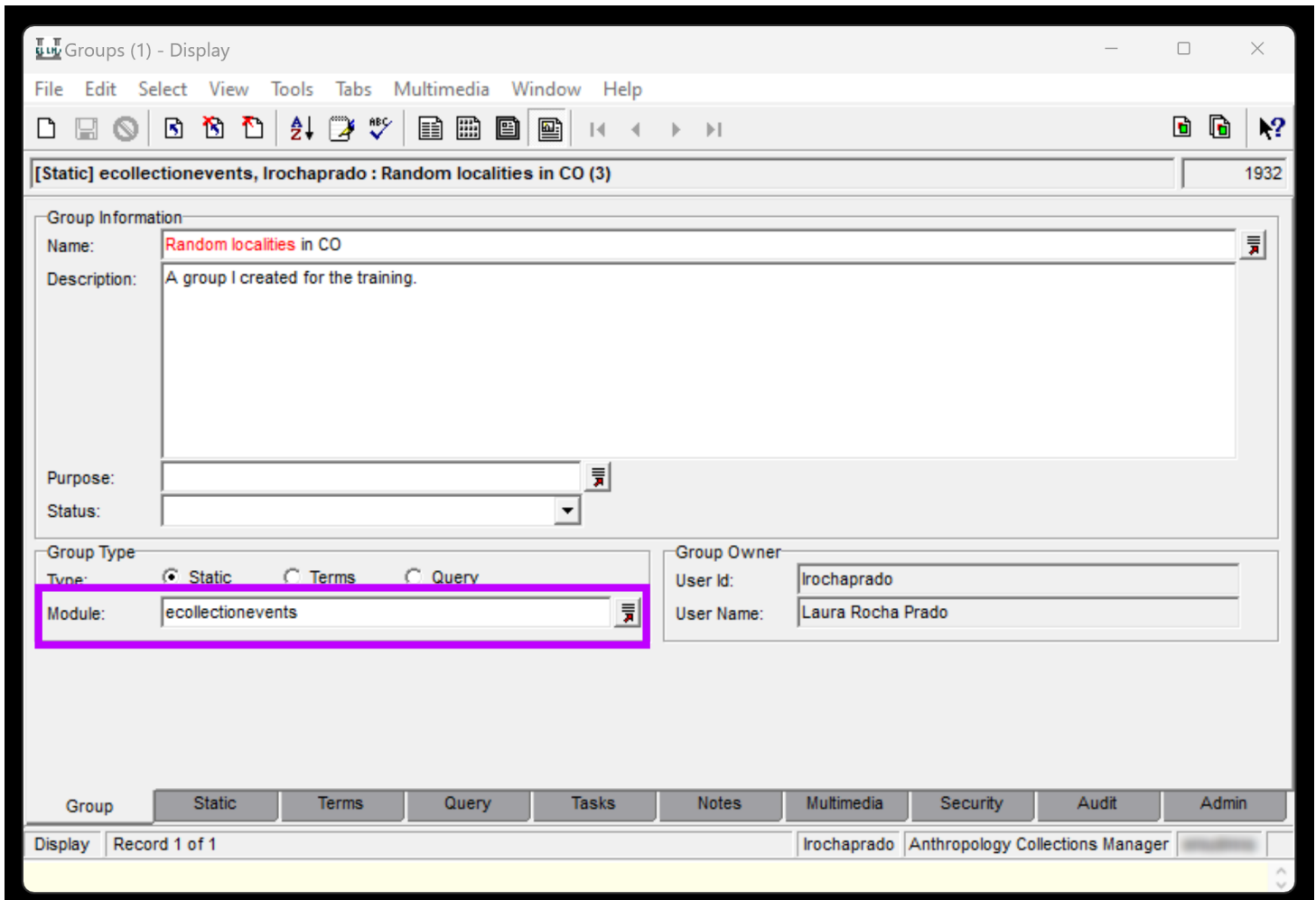Click the "search" icon (step 2).

3.2   The search result shows one record matching our search.

Double-click the search result.
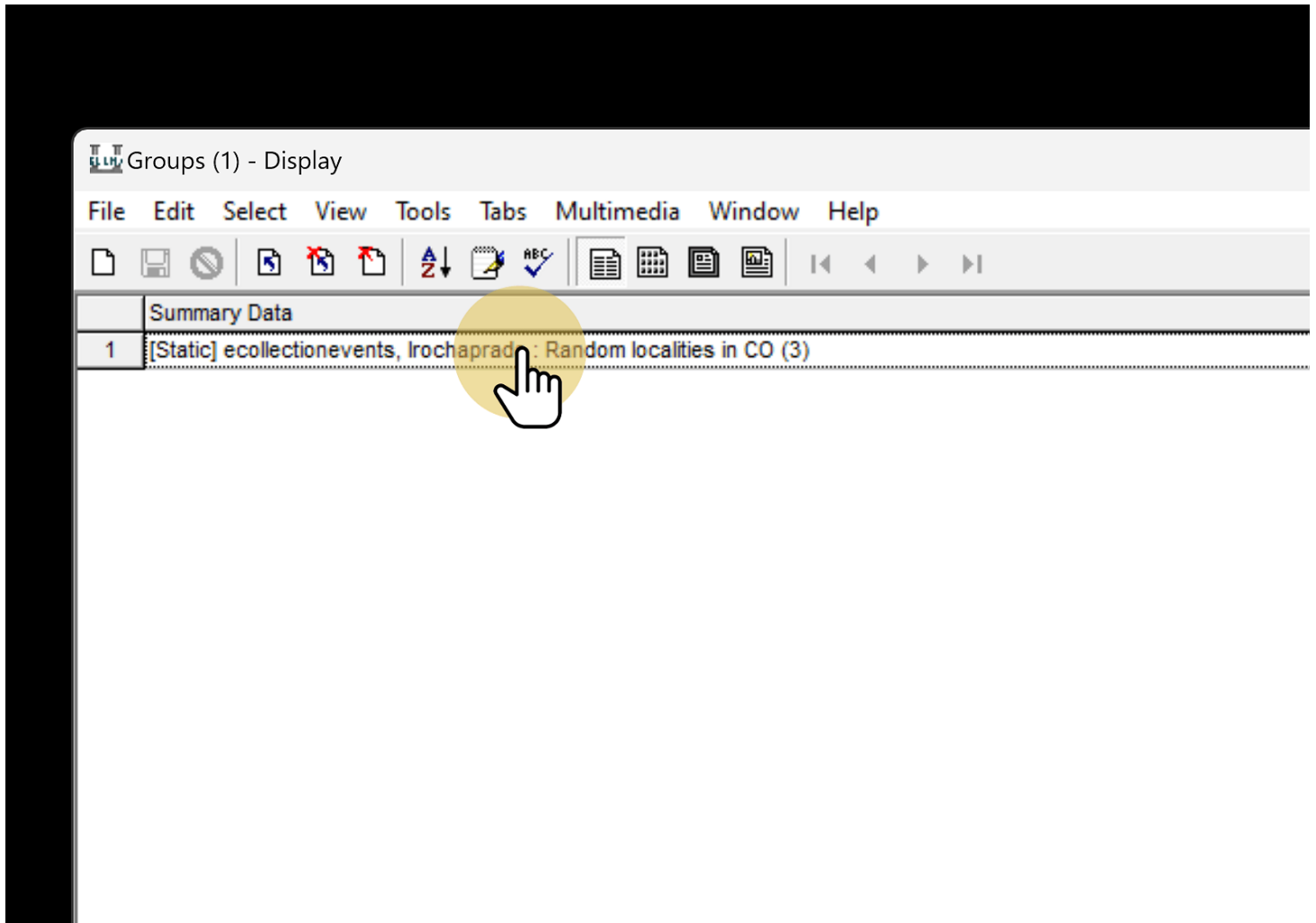
3.3   The record details view should open up

Note that the module in which the group was created appears in the "Group" tab as the "Module" field value. In this case, the group was created in the "*ecollectionevents*" module, which is the backend name for the "Localities" module.
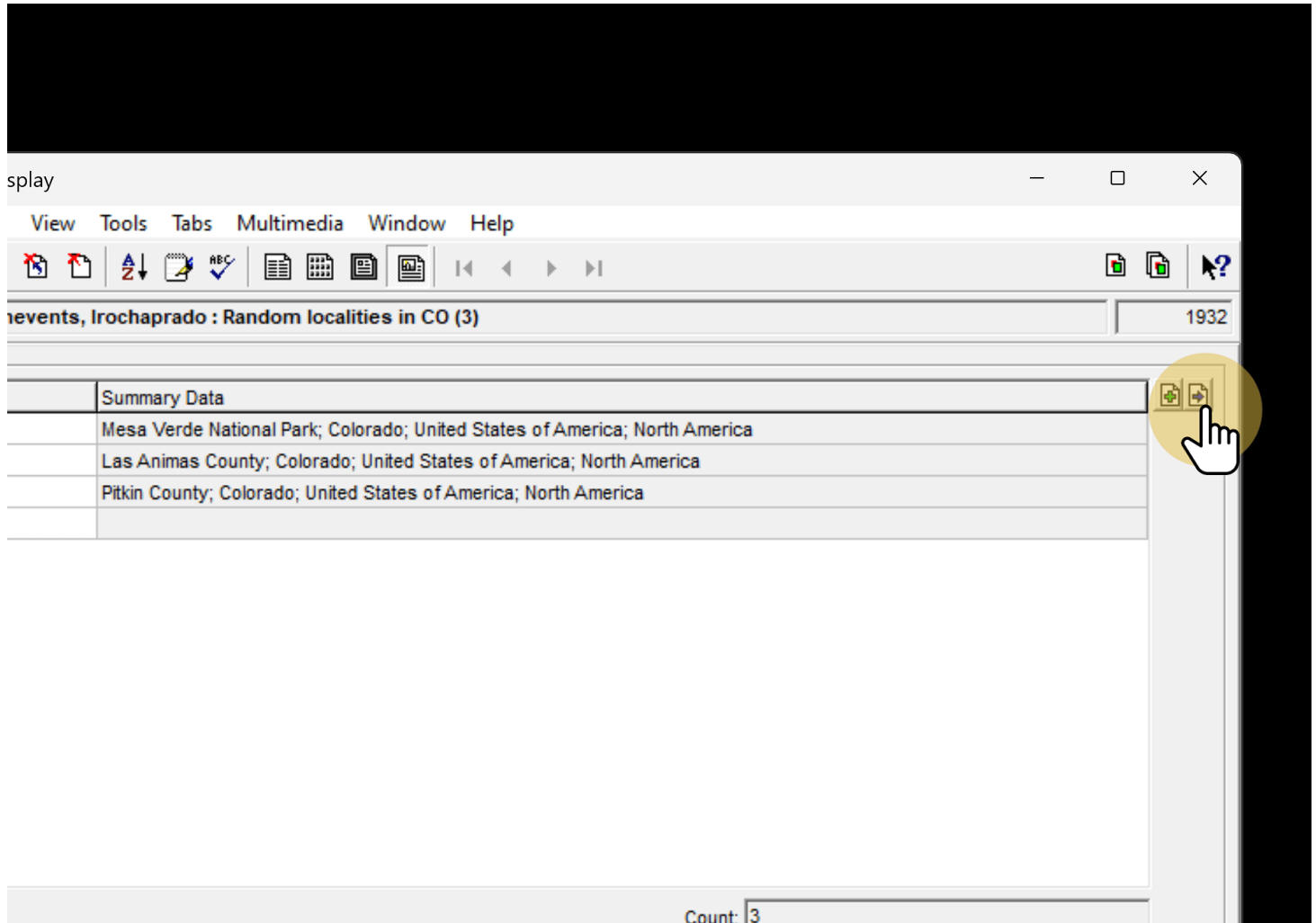
3.4 Go to the "Static" tab to see the records in the group in a glance

3.5 Click the icon of the blank sheet with the blue arrow to open the module with the records

3.6   The records in the group will be displayed

The module where you group was created should open automatically, with the records in the group filtered for you to go through them.

In our example, the Localities module is open with the 3 records displayed.

3.7   You can click the different document icons in the toolbar to switch the view of the records

In this screenshot, we have the "View List" button clicked.