



**EMu v.5**

**Searching records - exact match**

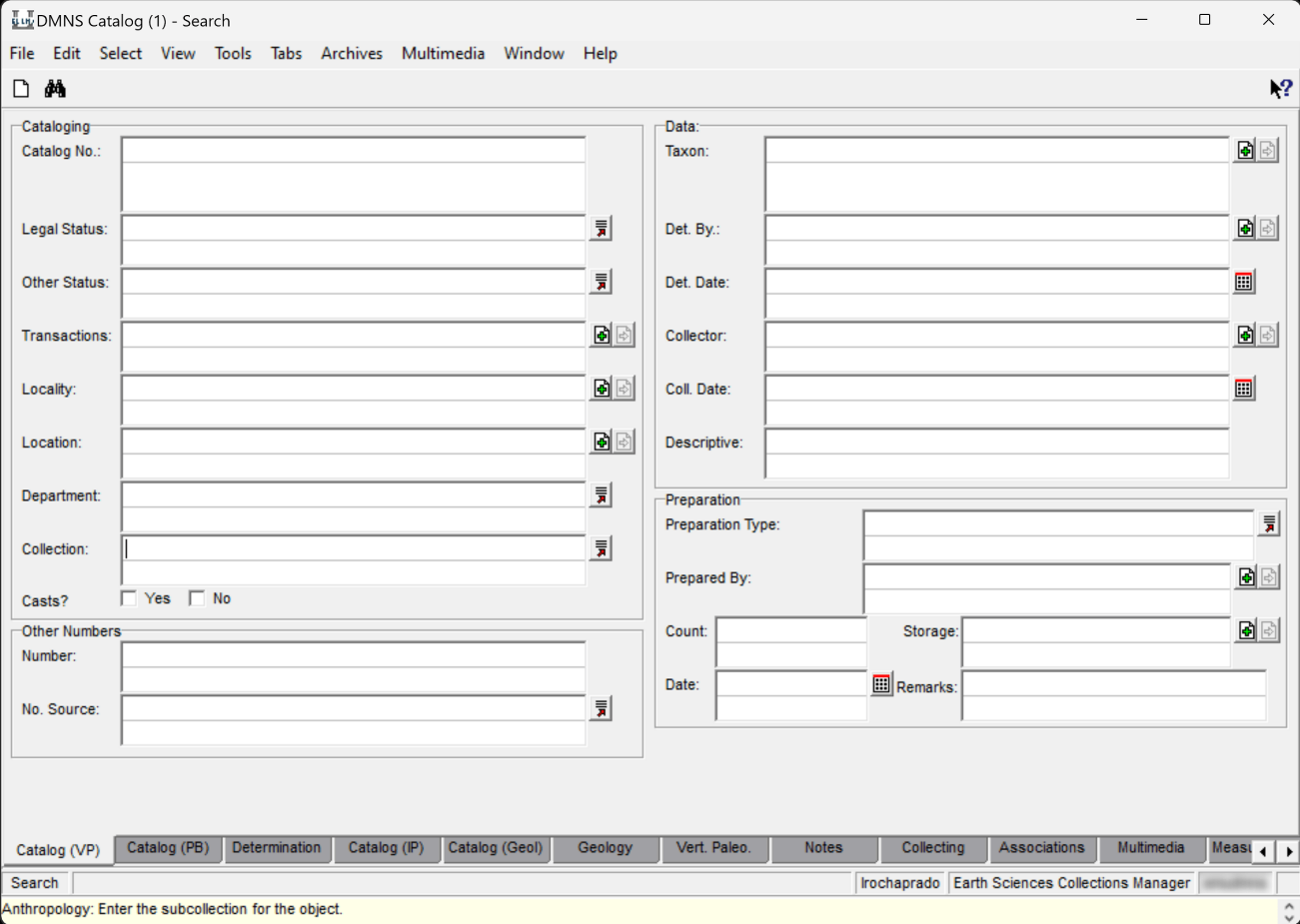
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# Table of contents

1 Open any module to search. Here we opened the Catalog (VP).	3
2 Click the icon next to the "Collection" field	4
3 Click "Ethnological Art"	5
4 Click "OK"	6
5 Surround your terms with \" to perform an exact search	7
6 Click the "Search" icon	8

# 1 Open any module to search. Here we opened the Catalog (VP).

We are logged in as Earth Sciences Collections Manager, but we still are able to search across collections.



DMNS Catalog (1) - Search

File Edit Select View Tools Tabs Archives Multimedia Window Help

Cataloging

Catalog No.:

Legal Status:

Other Status:

Transactions:

Locality:

Location:

Department:

Collection:

Casts? ☐ Yes ☐ No

Other Numbers

Number:

No. Source:

Data:

Taxon:

Det. By.:

Det. Date:

Collector:

Coll. Date:

Descriptive:

Preparation

Preparation Type:

Prepared By:

Count:

Storage:

Date:

Remarks:

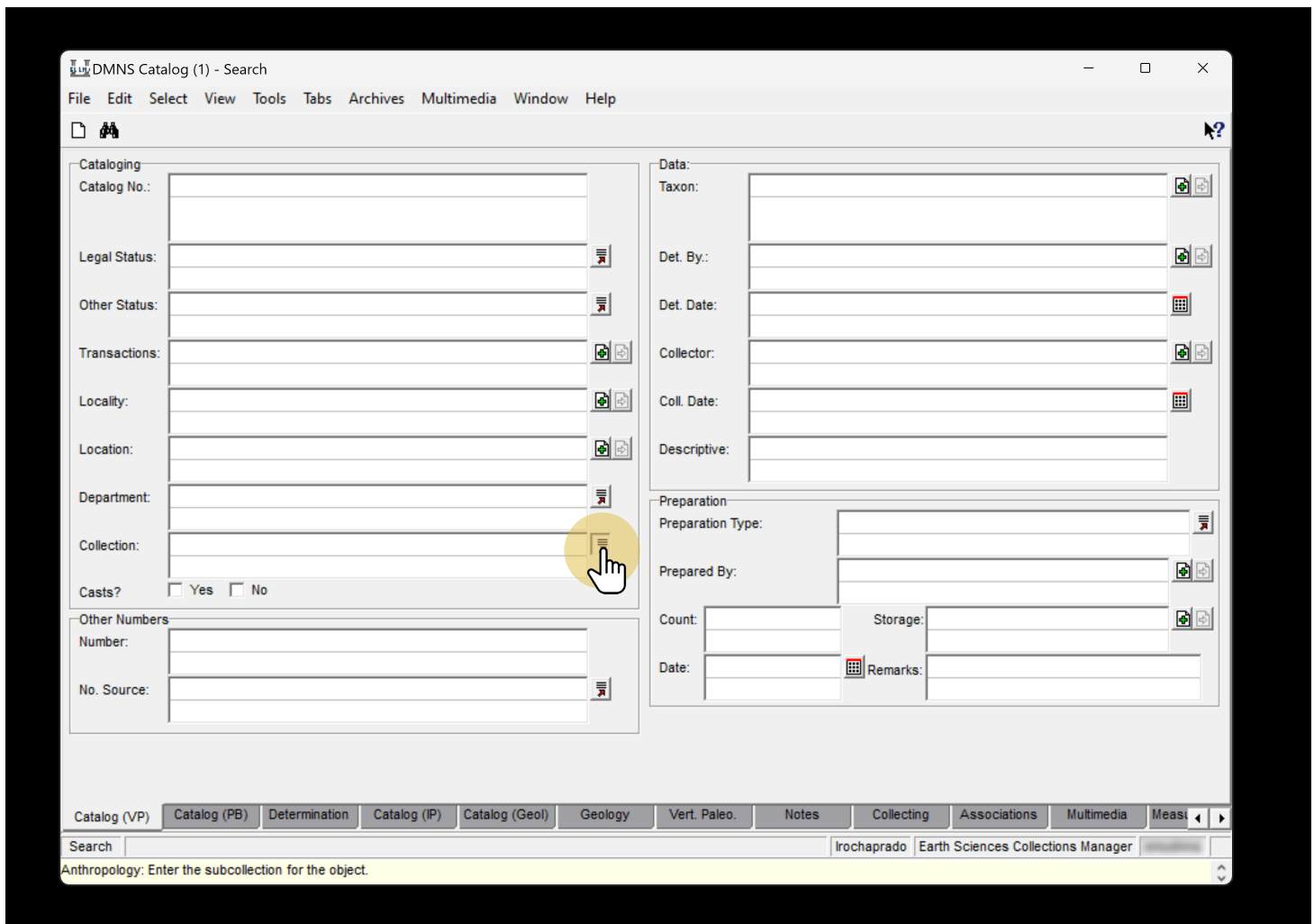
Catalog (VP) Catalog (PB) Determination Catalog (IP) Catalog (Geol) Geology Vert. Paleo. Notes Collecting Associations Multimedia Measurement

Search

Earth Sciences Collections Manager

Anthropology: Enter the subcollection for the object.

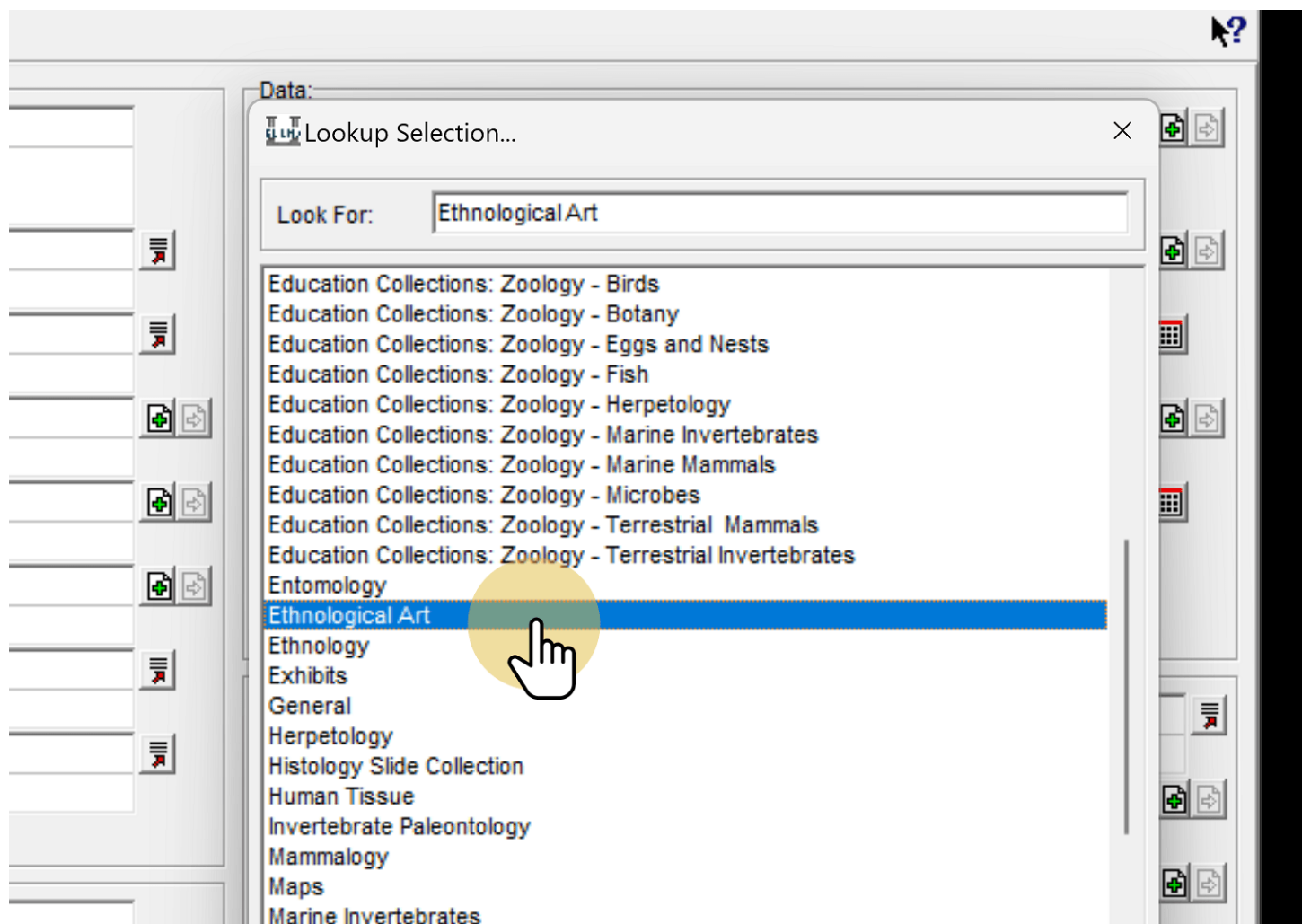
## 2 Click the icon next to the "Collection" field



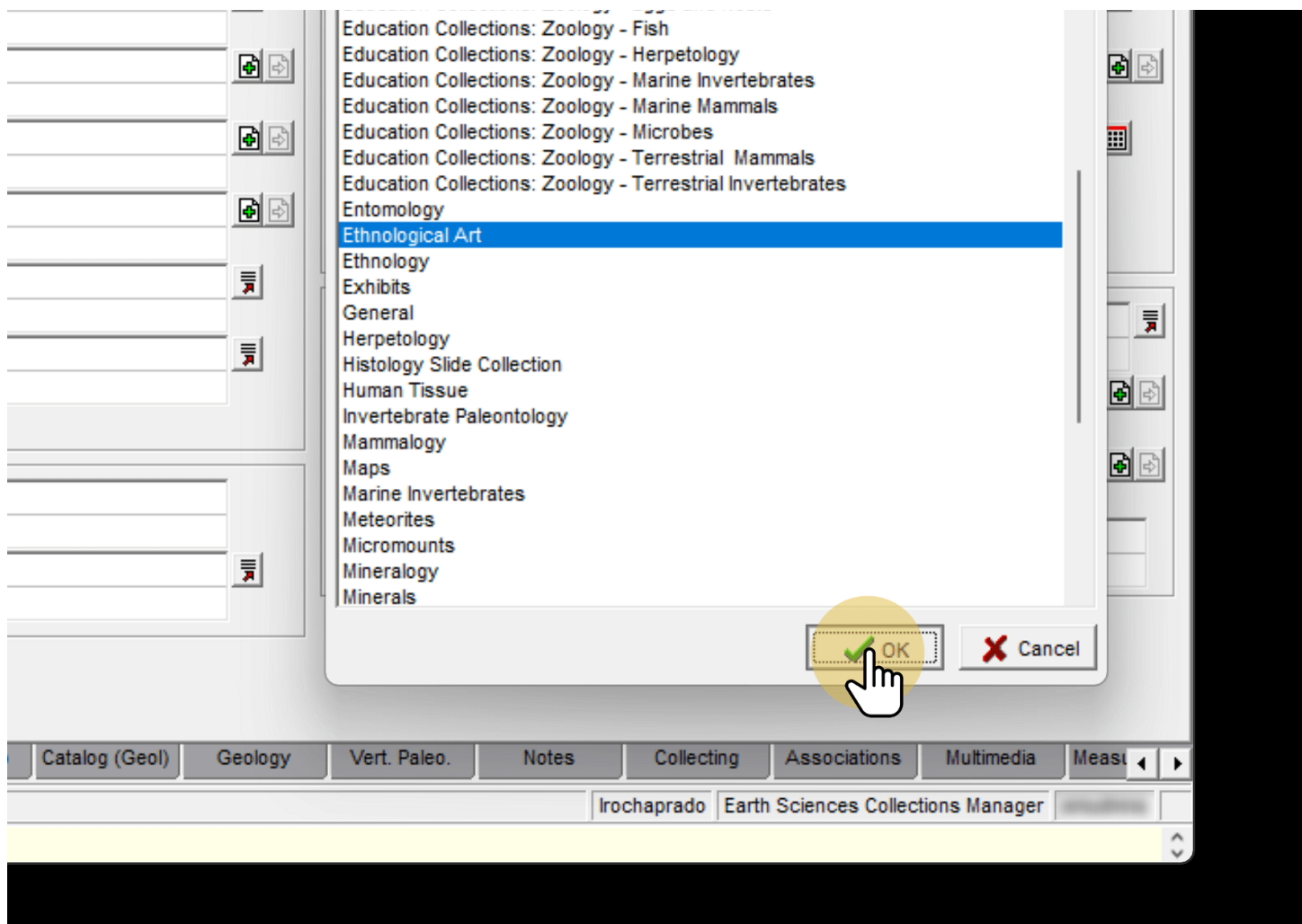
The screenshot shows the 'DMNS Catalog (1) - Search' window. The 'Cataloging' section on the left contains several fields: 'Catalog No.', 'Legal Status', 'Other Status', 'Transactions', 'Locality', 'Location', 'Department', and 'Collection'. A yellow circle with a hand icon points to the 'Collection' field. Below these fields is a 'Casts?' checkbox with 'Yes' and 'No' options. The 'Other Numbers' section includes 'Number' and 'No. Source' fields. The 'Data' section on the right includes 'Taxon', 'Det. By.', 'Det. Date', 'Collector', 'Coll. Date', and 'Descriptive' fields. The 'Preparation' section includes 'Preparation Type', 'Prepared By', 'Count', 'Storage', 'Date', and 'Remarks' fields. At the bottom, there is a tabbed interface with tabs for 'Catalog (VP)', 'Catalog (PB)', 'Determination', 'Catalog (IP)', 'Catalog (Geol)', 'Geology', 'Vert. Paleo.', 'Notes', 'Collecting', 'Associations', 'Multimedia', and 'Meas'. The 'Search' tab is active, and the text 'Anthropology: Enter the subcollection for the object.' is displayed in the search area.

### 3 Click "Ethnological Art"

Notice that we can see all collections available on the database, even the ones not in Earth Sciences.



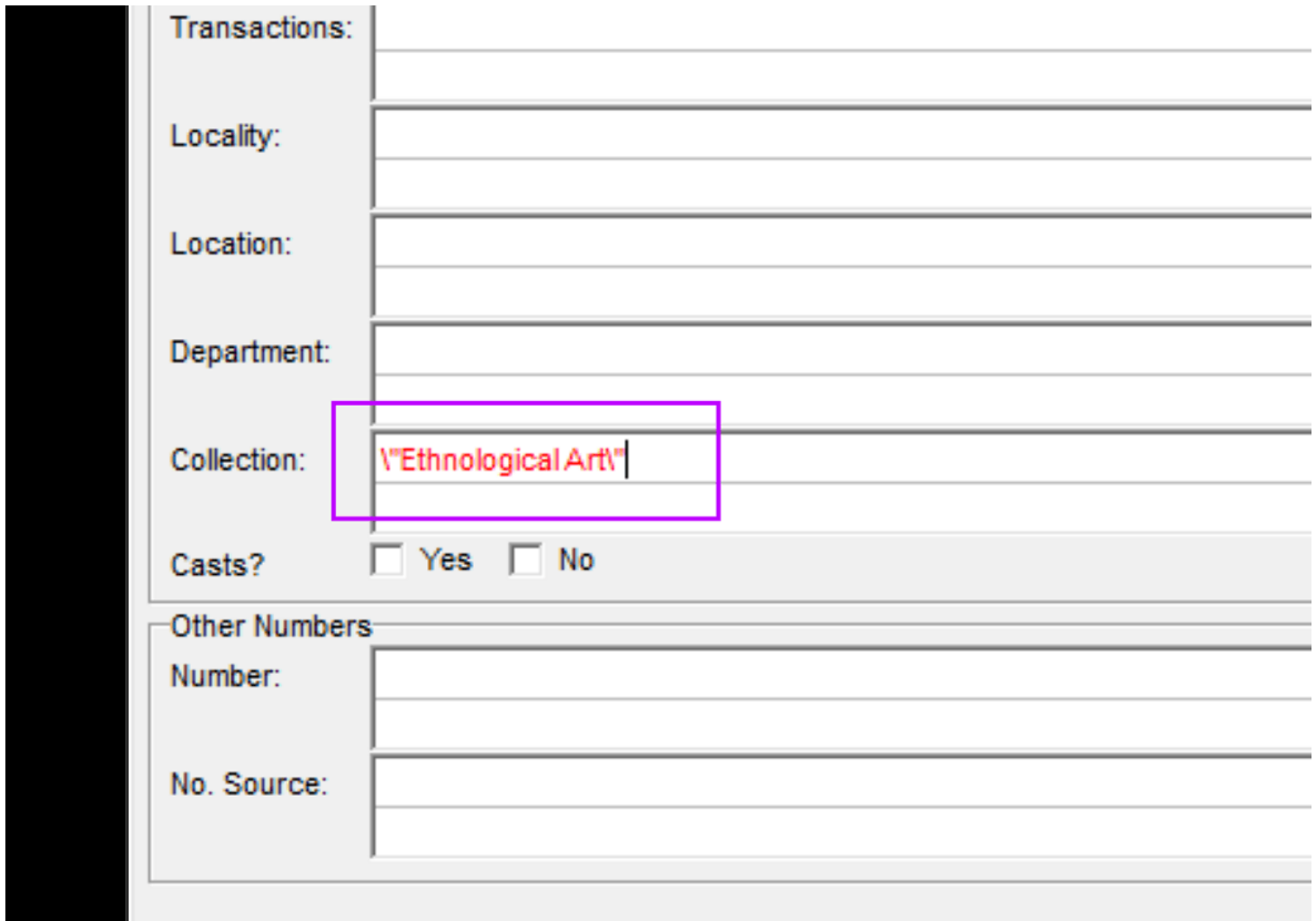
## 4 Click "OK"



## 5 Surround your terms with \" to perform an exact search

Notice that your selection was added as a text value to the "Collection" field. It is surrounded by the characters \".

\ "search terms as many as you would like\"



The screenshot shows a data entry form with the following fields and labels:

- Transactions:
- Locality:
- Location:
- Department:
- Collection: (highlighted with a purple box, containing the text `\ "Ethnological Art\"`)
- Casts? ☐ Yes ☐ No
- Other Numbers
- Number:
- No. Source:

## 6 Click the "Search" icon

The results should return all the records in the "Ethnological Art" collection.

