



**EMu v.5**

**Modules**

Last updated 29-01-2025

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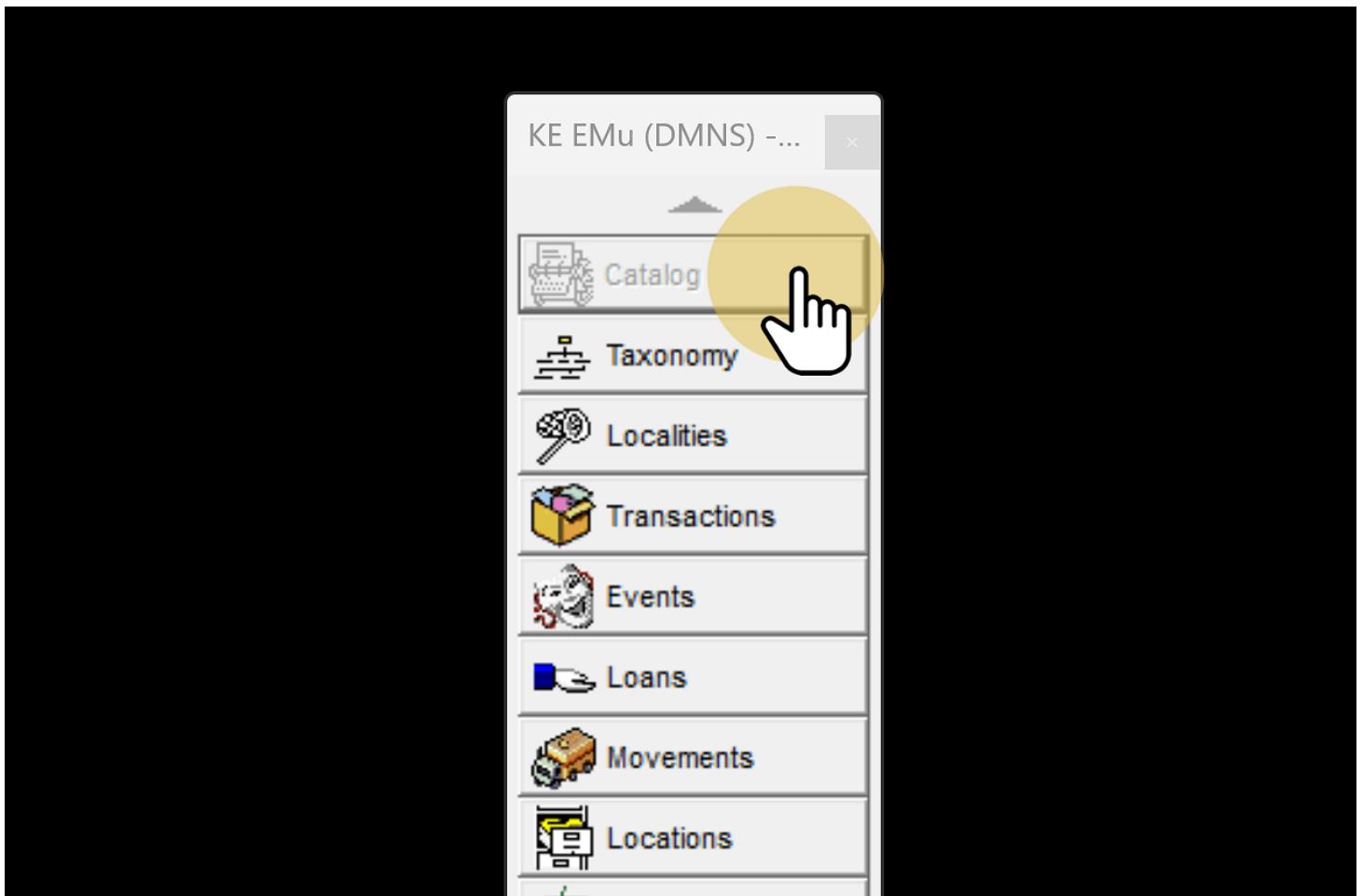
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# 1 Each "button" listed in the Command Center corresponds to a "Module" in EMu.

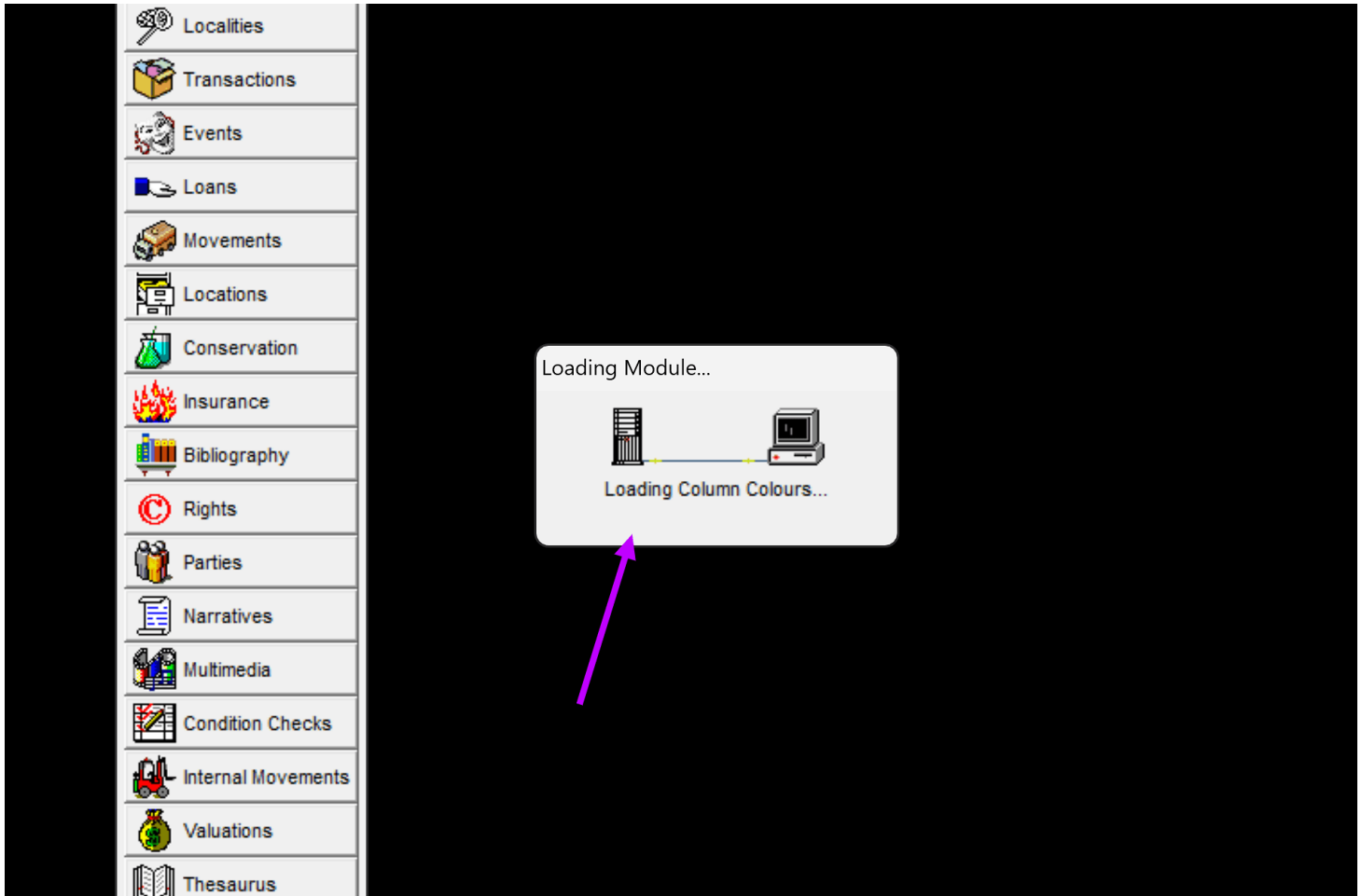
Think of modules as separate databases where types of information are stored.



## 2 Click the "Catalog" button to open the "Catalog" module

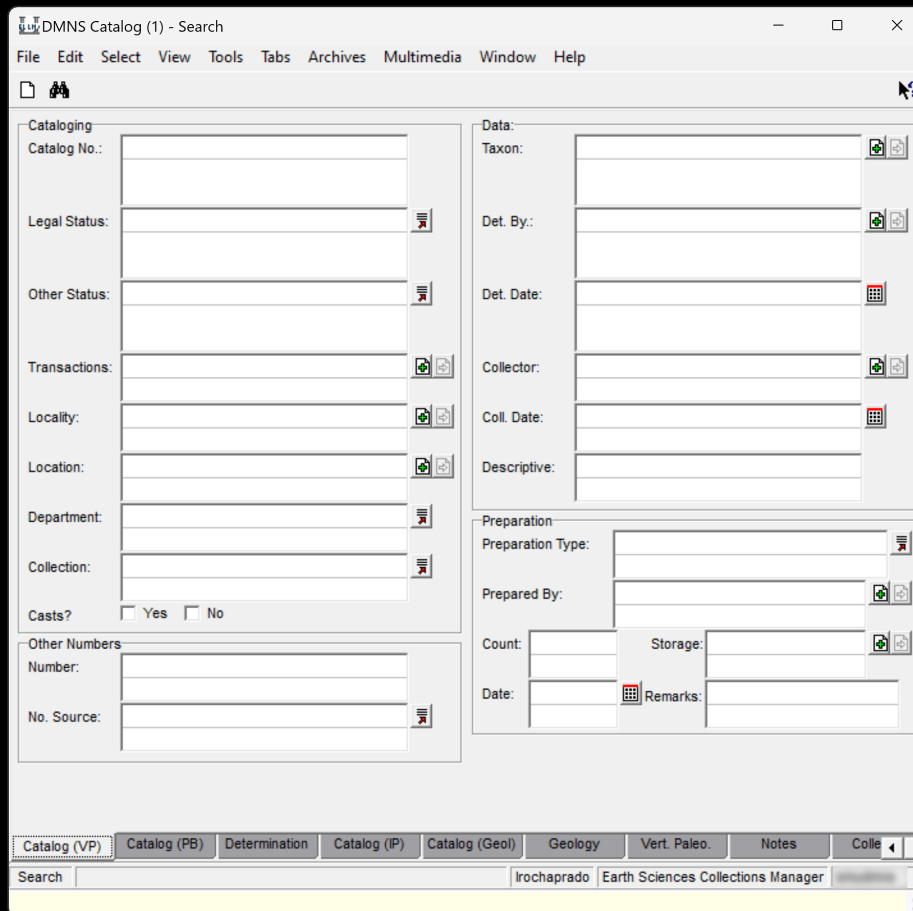


### 3 A "Loading Module..." window will pop up, indicating that the module is being loaded



## 4 All modules look roughly the same

When you first open a module, it is shown as the "Search" view.



The screenshot shows the "DMNS Catalog (1) - Search" window. The window has a menu bar with "File", "Edit", "Select", "View", "Tools", "Tabs", "Archives", "Multimedia", "Window", and "Help". Below the menu bar is a toolbar with icons for a folder, a magnifying glass, and a question mark. The main area is divided into several sections:

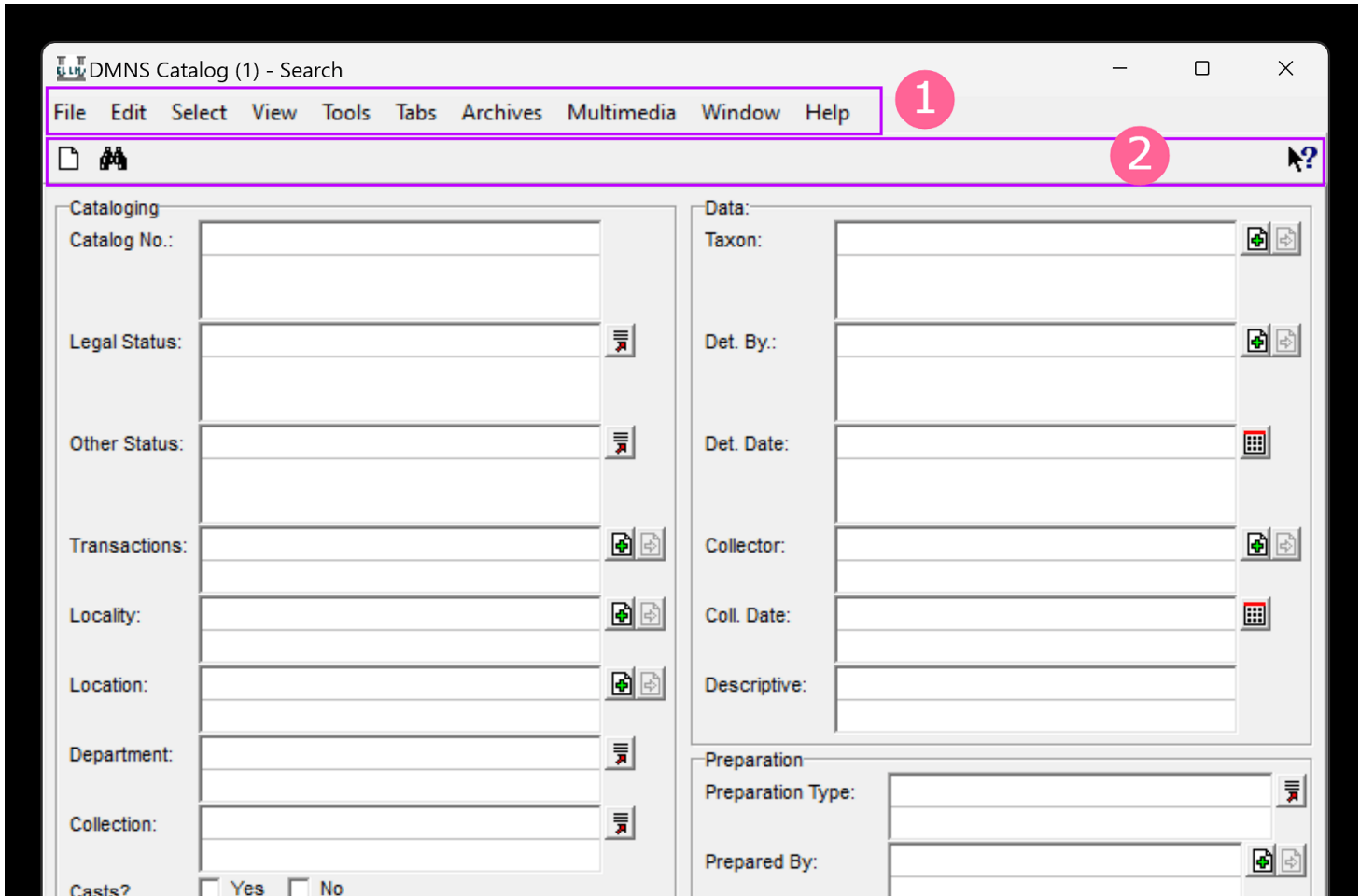
- Cataloging:** Includes fields for "Catalog No.:", "Legal Status:", "Other Status:", "Transactions:", "Locality:", "Location:", "Department:", "Collection:", and "Casts?" (with "Yes" and "No" checkboxes).
- Data:** Includes fields for "Taxon:", "Det. By:", "Det. Date:", "Collector:", "Coll. Date:", and "Descriptive:".
- Preparation:** Includes fields for "Preparation Type:", "Prepared By:", "Count:", "Storage:", "Date:", and "Remarks:".
- Other Numbers:** Includes fields for "Number:" and "No. Source:".

At the bottom of the window, there is a tab bar with tabs for "Catalog (VP)", "Catalog (PB)", "Determination", "Catalog (IP)", "Catalog (Geol)", "Geology", "Vert. Paleo.", "Notes", and "Collection". The "Catalog (VP)" tab is currently selected. Below the tab bar is a search bar with the text "Search" and a dropdown menu showing "Irochaprado" and "Earth Sciences Collections Manager".

## 5 There are two toolbars at the top, followed by groupings of fields.

Feel free to click on each option at the toolbars to see what they do.

Each field has a label on the left and a textbox on the right, where you can type search parameters.



DMNS Catalog (1) - Search

File Edit Select View Tools Tabs Archives Multimedia Window Help

File Print Help ?

**Cataloging**

Catalog No.:

Legal Status:

Other Status:

Transactions:

Locality:

Location:

Department:

Collection:

Casts? ☐ Yes ☐ No

**Data:**

Taxon:

Det. By.:

Det. Date:

Collector:

Coll. Date:

Descriptive:

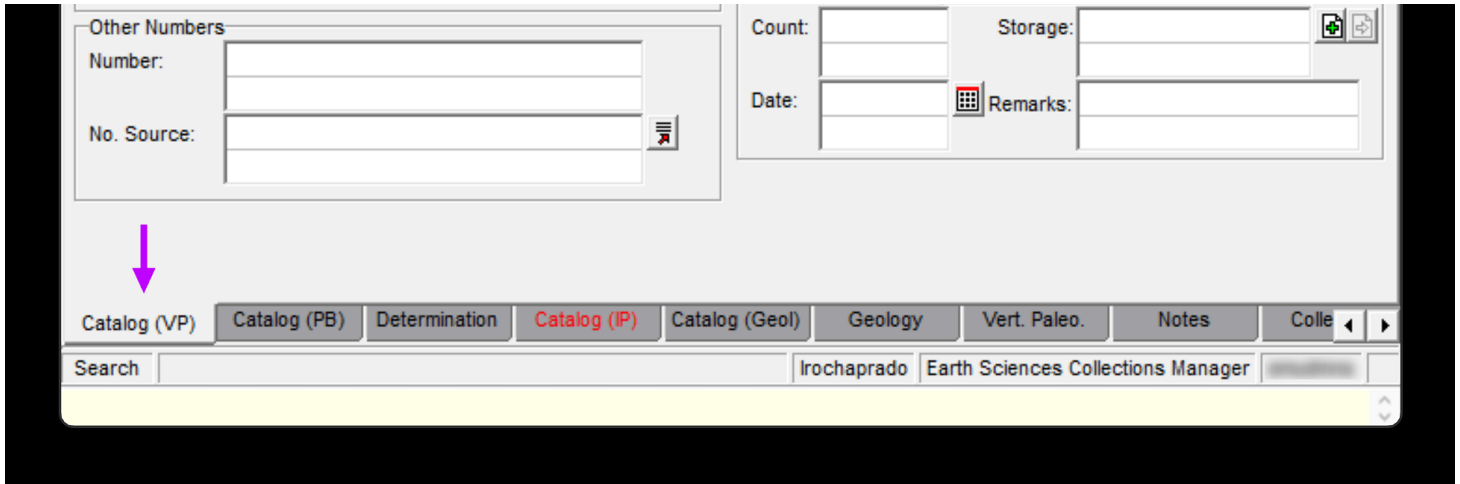
**Preparation**

Preparation Type:

Prepared By:

## 6 After the fields, you can see all the tabs that are available to you.

The arrow indicates the current tab that we are on.



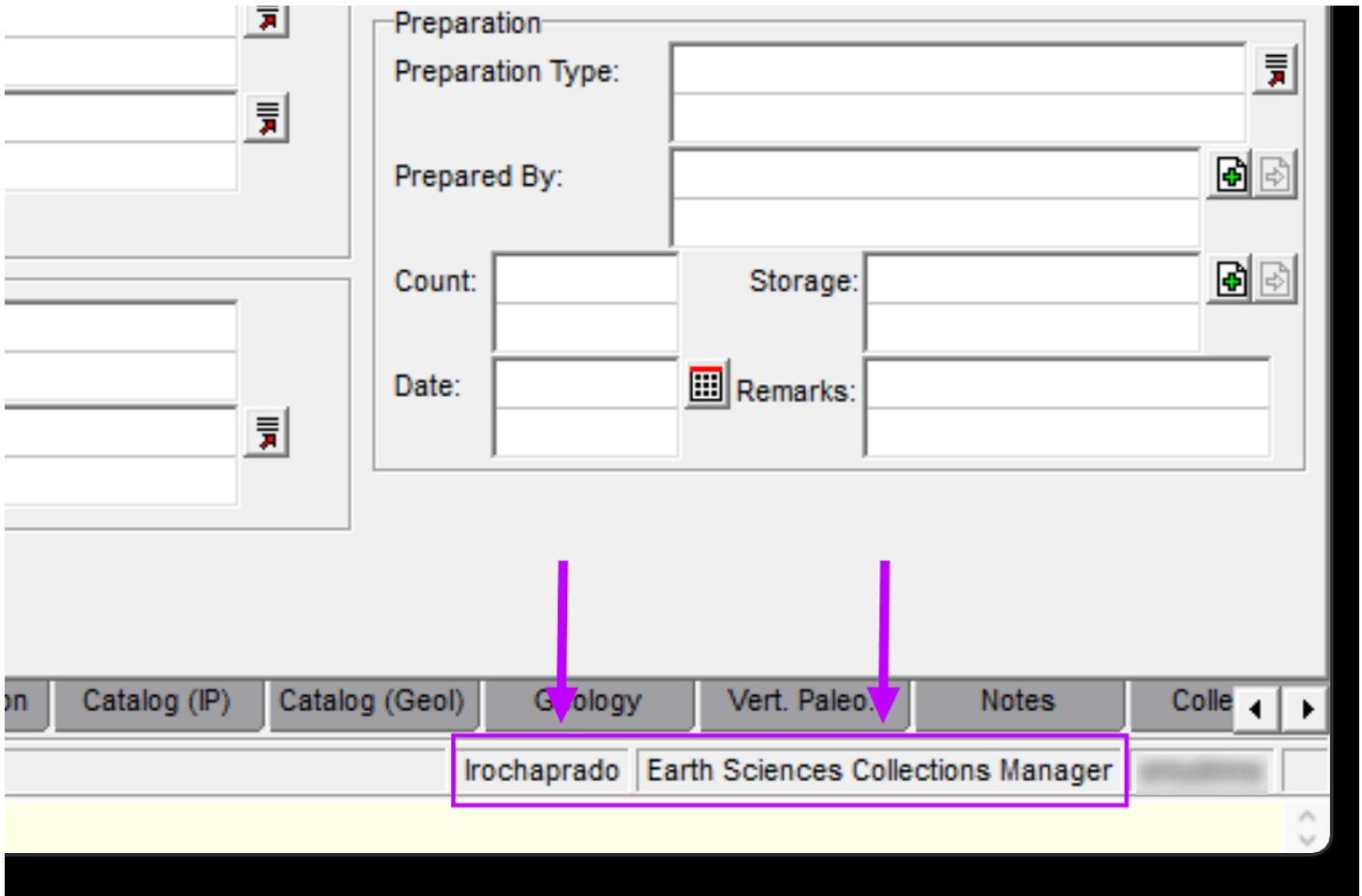
The screenshot displays a web-based data entry interface for the Earth Sciences Collections Manager. The interface is divided into several sections:

- Other Numbers:** A section on the left with two input fields: "Number:" and "No. Source:". A purple arrow points to the "Catalog (VP)" tab below this section.
- Count and Storage:** Two input fields at the top right, each with a small icon to its right.
- Date and Remarks:** Two input fields at the bottom right, with a small calendar icon next to the "Date:" field.
- Tabbed Interface:** A row of tabs at the bottom of the main content area. The tabs are: "Catalog (VP)", "Catalog (PB)", "Determination", "Catalog (IP)", "Catalog (Geol)", "Geology", "Vert. Paleo.", "Notes", and "Colle". The "Catalog (VP)" tab is highlighted with a red border, indicating it is the current active tab.
- Search and Navigation:** A "Search" button on the far left and a "Irochaprado" button on the far right of the bottom bar.



## 7 Look at the bottom of a module to get information about your login

You can see your user name and what role (Group) you are logged in as at the bottom right of the module window.



The screenshot displays the 'Preparation' module window. The main area contains fields for 'Preparation Type', 'Prepared By', 'Count', 'Storage', 'Date', and 'Remarks'. At the bottom, a navigation bar includes tabs for 'Catalog (IP)', 'Catalog (Geol)', 'Geology', 'Vert. Paleo.', 'Notes', and 'Colle'. Below the navigation bar, a status bar shows the user 'Irochaprado' and the role 'Earth Sciences Collections Manager', which is highlighted by a purple box. Two purple arrows point from the 'Geology' and 'Vert. Paleo.' tabs to the status bar.

Preparation Type:

Prepared By:

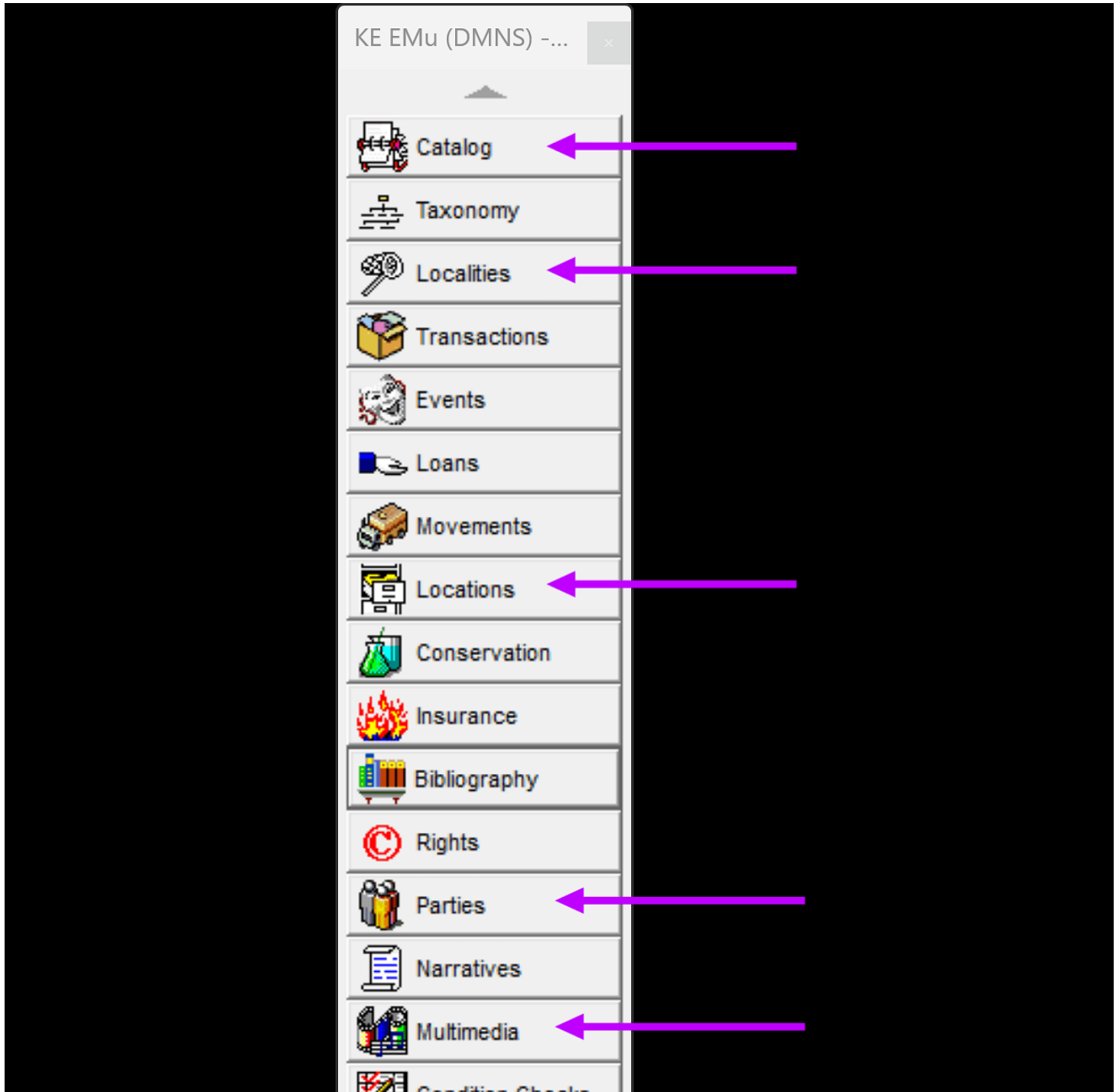
Count:	Storage:

Date:	Remarks:

on Catalog (IP) Catalog (Geol) Geology Vert. Paleo. Notes Colle

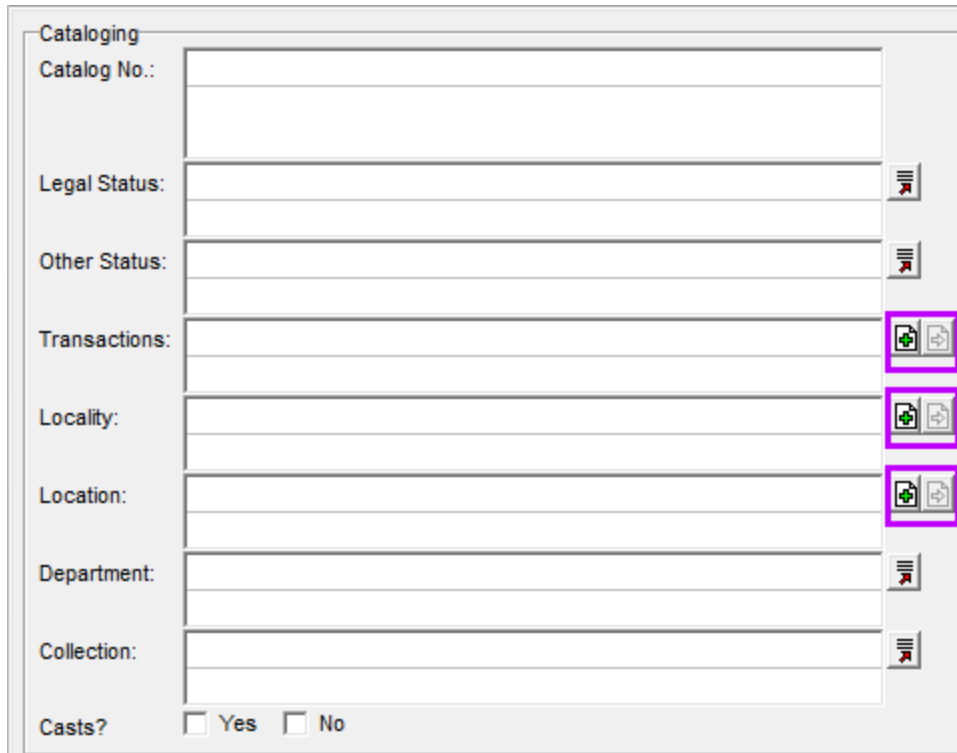
Irochaprado Earth Sciences Collections Manager

## 8 The most commonly used modules accross collections are Catalog, Parties, Localities, Locations and Multimedia




## 9 Modules contain groups of information


However, modules may be inter connected. You can infer relationships between modules by looking at the fields. For example, if you check the "Locality" field in the Catalog module, you will see that it has two icons to the right of it (highlighted here in pink rectangles). Those icons indicate that this field is an "attachment", that is, it is a piece of information that is related to the Catalog module, but that is being stored in a different module.







Cataloging



Catalog No.:


Legal Status:  


Other Status:  

Transactions:   

Locality:   

Location:   

Department:  

Collection:  

Casts? ☐ Yes ☐ No