



EMu v.5

Searching records - default search

Last updated 29-01-2025

Table of contents

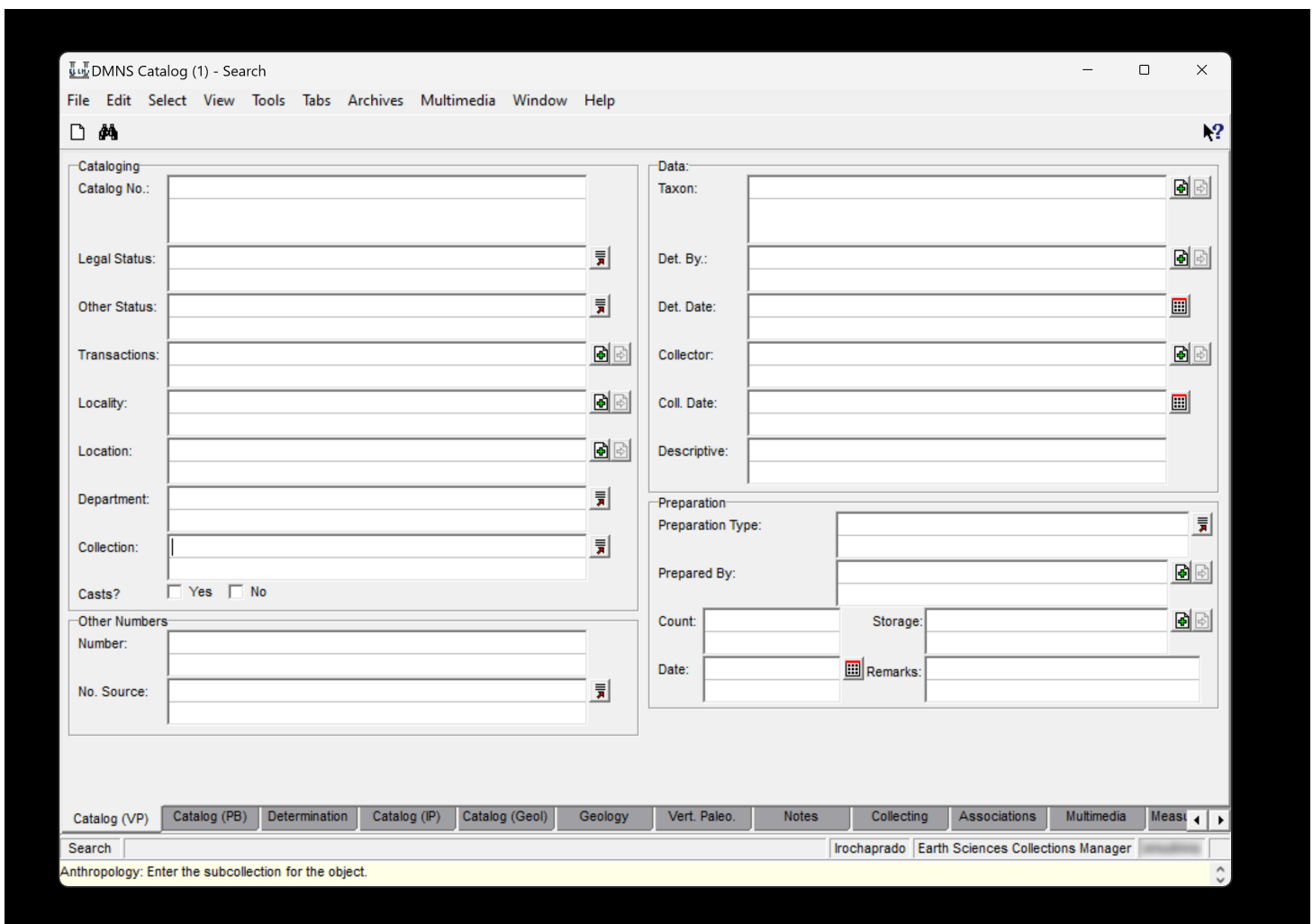
1 By default, EMu searches matching words and it's case-insensitive	3
2 Open any module to search. Here we opened the Catalog (VP).	3
3 Type "invertebrates" in the "Collection" field text box	4
4 Click the "Search icon"	5
5 See the results and note the "Collection" field	6
6 Click "Page down" to scroll the results	7
7 Note the results at the end of the page	8

1 By default, EMu searches matching words and it's case-insensitive

At DMNS we have multiple collections by department, and every user is able to perform searches across all of these collections. This is why is important to understand how to search for what you are looking for.

2 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.



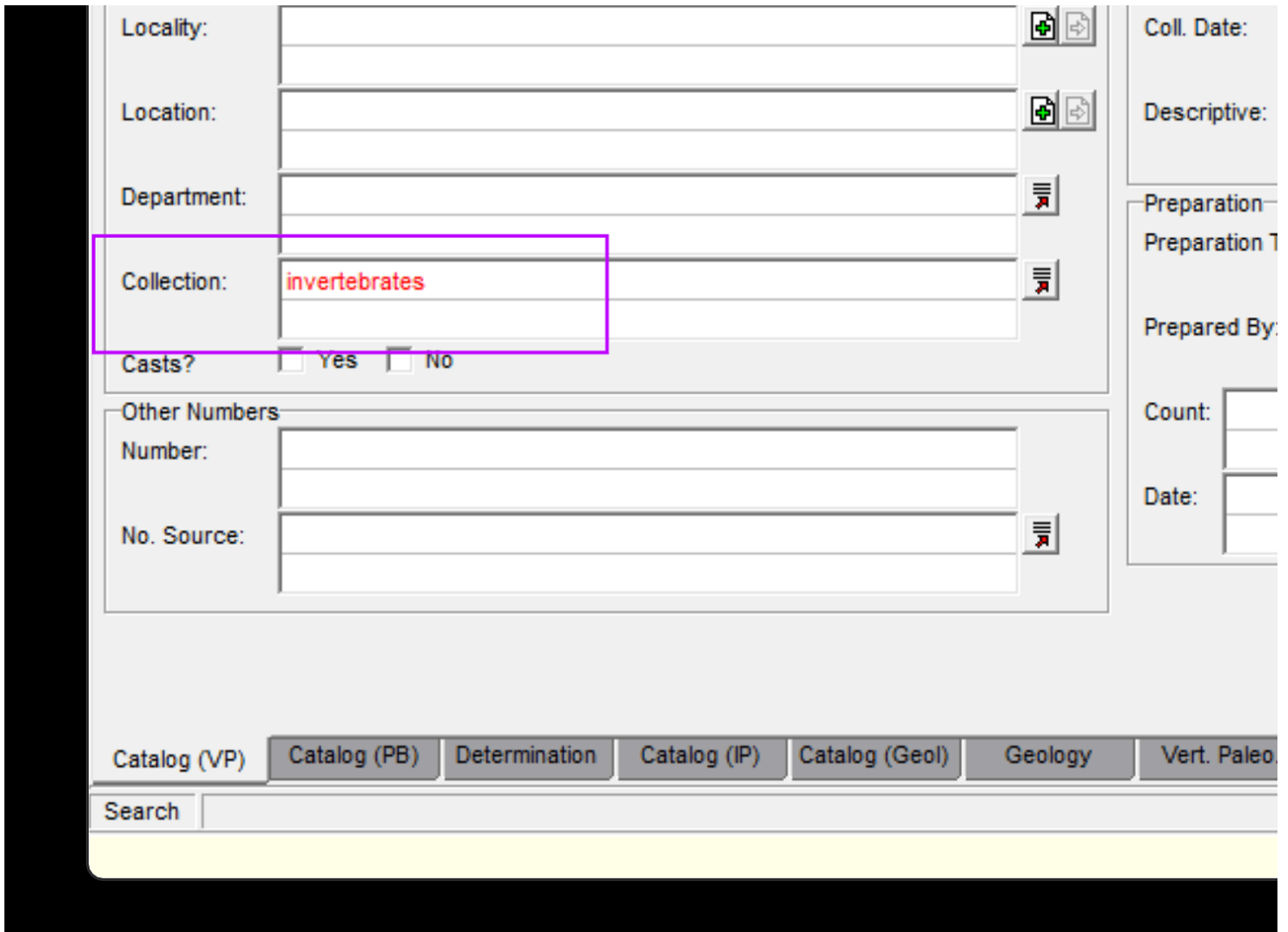
The screenshot shows the 'DMNS Catalog (1) - Search' window. The interface includes a menu bar (File, Edit, Select, View, Tools, Tabs, Archives, Multimedia, Window, Help) and a toolbar. The main area is divided into several sections:

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

The bottom navigation bar shows tabs for Catalog (VP), Catalog (PB), Determination, Catalog (IP), Catalog (Geol), Geology, Vert. Paleo., Notes, Collecting, Associations, Multimedia, and Meast. The 'Catalog (VP)' tab is currently selected. Below the tabs, there is a search bar and a status bar indicating the user is logged in as 'Irochaprado' and 'Earth Sciences Collections Manager'.

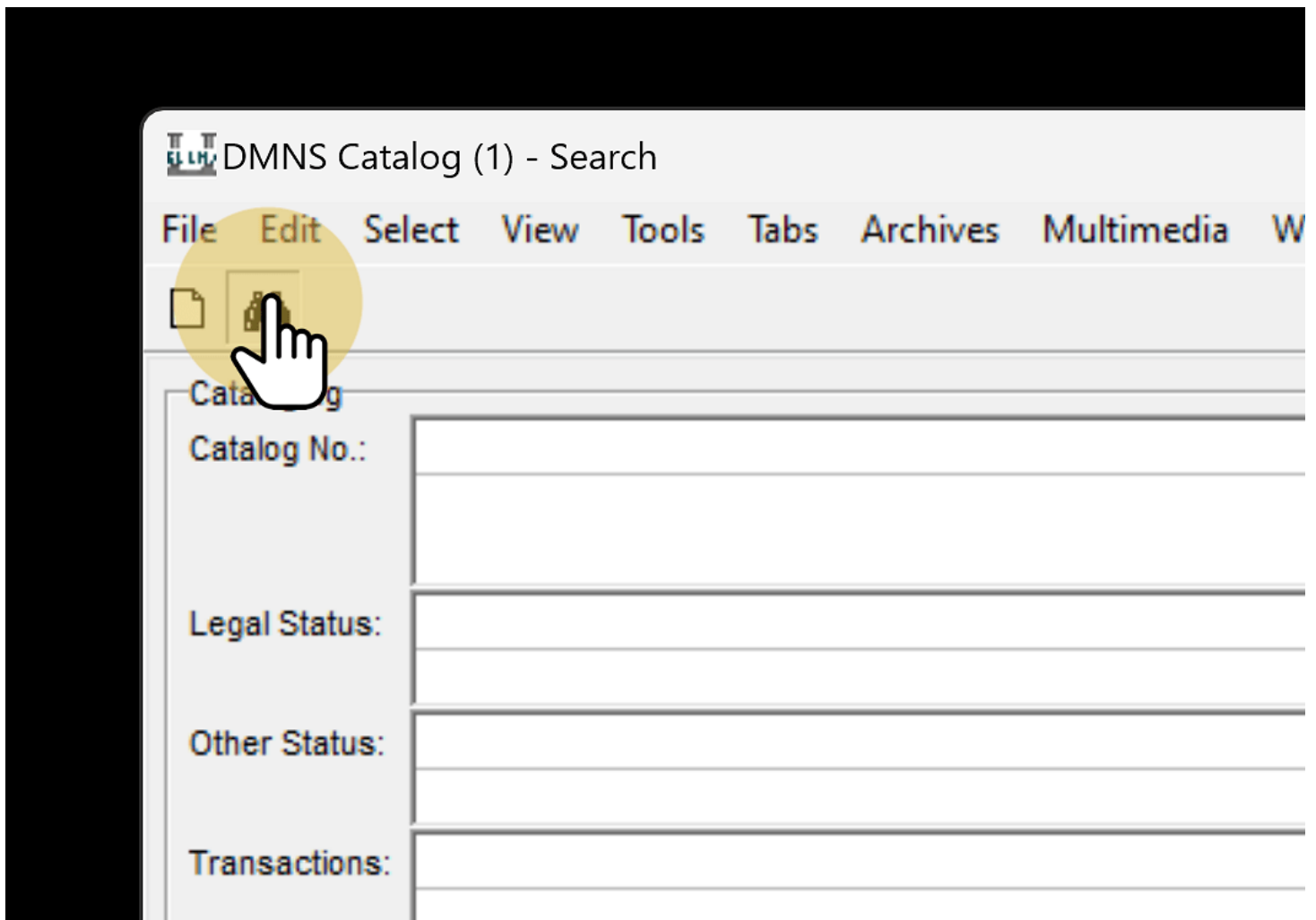
3 Type "invertebrates" in the "Collection" field text box

Since EMu searches are case-insensitive, the results will be the same, no matter if you search with upper or lowercases.



The screenshot displays the EMu search interface. The 'Collection' field is highlighted with a red box and contains the text 'invertebrates'. The interface includes various input fields for 'Locality:', 'Location:', 'Department:', 'Coll. Date:', 'Descriptive:', 'Preparation:', 'Preparation T', 'Prepared By:', 'Count:', and 'Date:'. There are also checkboxes for 'Casts?' (Yes/No) and 'Other Numbers' (Number: and No. Source:). At the bottom, there are tabs for 'Catalog (VP)', 'Catalog (PB)', 'Determination', 'Catalog (IP)', 'Catalog (Geol)', 'Geology', and 'Vert. Paleo.'. A 'Search' button is located at the bottom left.

4 Click the "Search icon"



5 See the results and note the "Collection" field

At first, we see results in the "Marine Invertebrates" collection in the "Zoology" department.

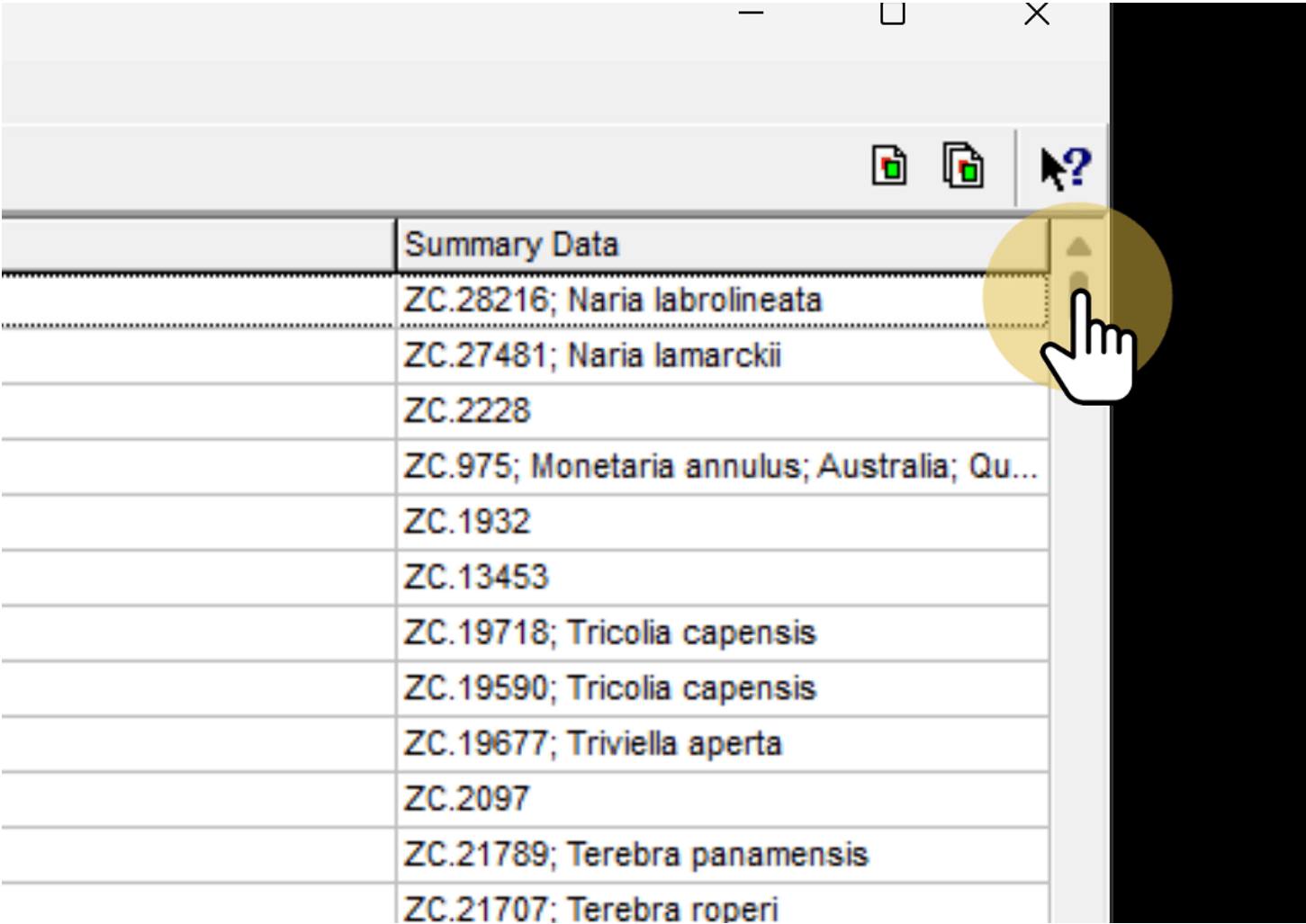
DMNS Catalog (1) - Display

File Edit Select View Tools Tabs Archives Multimedia Window Help



	Department: (Cataloging)/Dep...	Collection: (Cataloging)/Collec...	Catalog Number: (Education C...	Date
1	Zoology	Marine Invertebrates	ZC.28216	
2	Zoology	Marine Invertebrates	ZC.27481	
3	Zoology	Marine Invertebrates	ZC.2228	
4	Zoology	Marine Invertebrates	ZC.975	
5	Zoology	Marine Invertebrates	ZC.1932	
6	Zoology	Marine Invertebrates	ZC.13453	
7	Zoology	Marine Invertebrates	ZC.19718	
8	Zoology	Marine Invertebrates	ZC.19590	
9	Zoology	Marine Invertebrates	ZC.19677	
10	Zoology	Marine Invertebrates	ZC.2097	
11	Zoology	Marine Invertebrates	ZC.21789	
12	Zoology	Marine Invertebrates	ZC.21707	
13	Zoology	Marine Invertebrates	ZC.23132	
14	Zoology	Marine Invertebrates	ZC.20131	
15	Zoology	Marine Invertebrates	ZC.20132	
16	Zoology	Marine Invertebrates	ZC.20133	

6 Click "Page down" to scroll the results



Summary Data	
	ZC.28216; Naria labrolineata
	ZC.27481; Naria lamarckii
	ZC.2228
	ZC.975; Monetaria annulus; Australia; Qu...
	ZC.1932
	ZC.13453
	ZC.19718; Tricolia capensis
	ZC.19590; Tricolia capensis
	ZC.19677; Triviella aperta
	ZC.2097
	ZC.21789; Terebra panamensis
	ZC.21707; Terebra roperi

7 Note the results at the end of the page

You will see that, by default, EMu just searched for records in any collection with "Invertebrates" in the name. It also finds collections in the "Education Collections" department.

36435	Zoology	Marine Invertebrates	ZC.16117	
36436	Zoology	Marine Invertebrates	ZC.16119	
36437	Education Collections	Education Collections: Paleont...	PP-3869	14 Nov 2019
36438	Education Collections	Education Collections: Paleont...	PP-0295	18 Mar 2024
36439	Education Collections	Education Collections: Paleont...	PP-0585	18 Mar 2024
36440	Education Collections	Education Collections: Paleont...	PP-0606	18 Mar 2024
36441	Education Collections	Education Collections: Paleont...	PP-0670	18 Mar 2024
36442	Education Collections	Education Collections: Paleont...	PP-0681	18 Mar 2024
36443	Education Collections	Education Collections: Paleont...	PP-0833	18 Mar 2024
36444	Education Collections	Education Collections: Paleont...	PP-0901	18 Mar 2024
36445	Education Collections	Education Collections: Paleont...	PP-4700	18 Mar 2024
36446	Education Collections	Education Collections: Zoolog...	PB-6246	27 Mar 2019
36447	Education Collections	Education Collections: Zoolog...	PB-3373	23 Jul 2024
36448	Education Collections	Education Collections: Zoolog...	PB-3441	23 Jul 2024
36449	Education Collections	Education Collections: Zoolog...	PB-3960	23 Jul 2024
36450	Education Collections	Education Collections: Zoolog...	PB-4255	23 Jul 2024
36451	Education Collections	Education Collections: Zoolog...	PB-4623	23 Jul 2024
36452	Education Collections	Education Collections: Zoolog...	PB-5804	23 Jul 2024
36453	Education Collections	Education Collections: Zoolog...	PB-6261	23 Jul 2024
36454	Education Collections	Education Collections: Zoolog...	PB-6628	23 Jul 2024

Display 36454 matching objects