



EMu v.5

Groups - Retrieve a group

Last updated 29-01-2025

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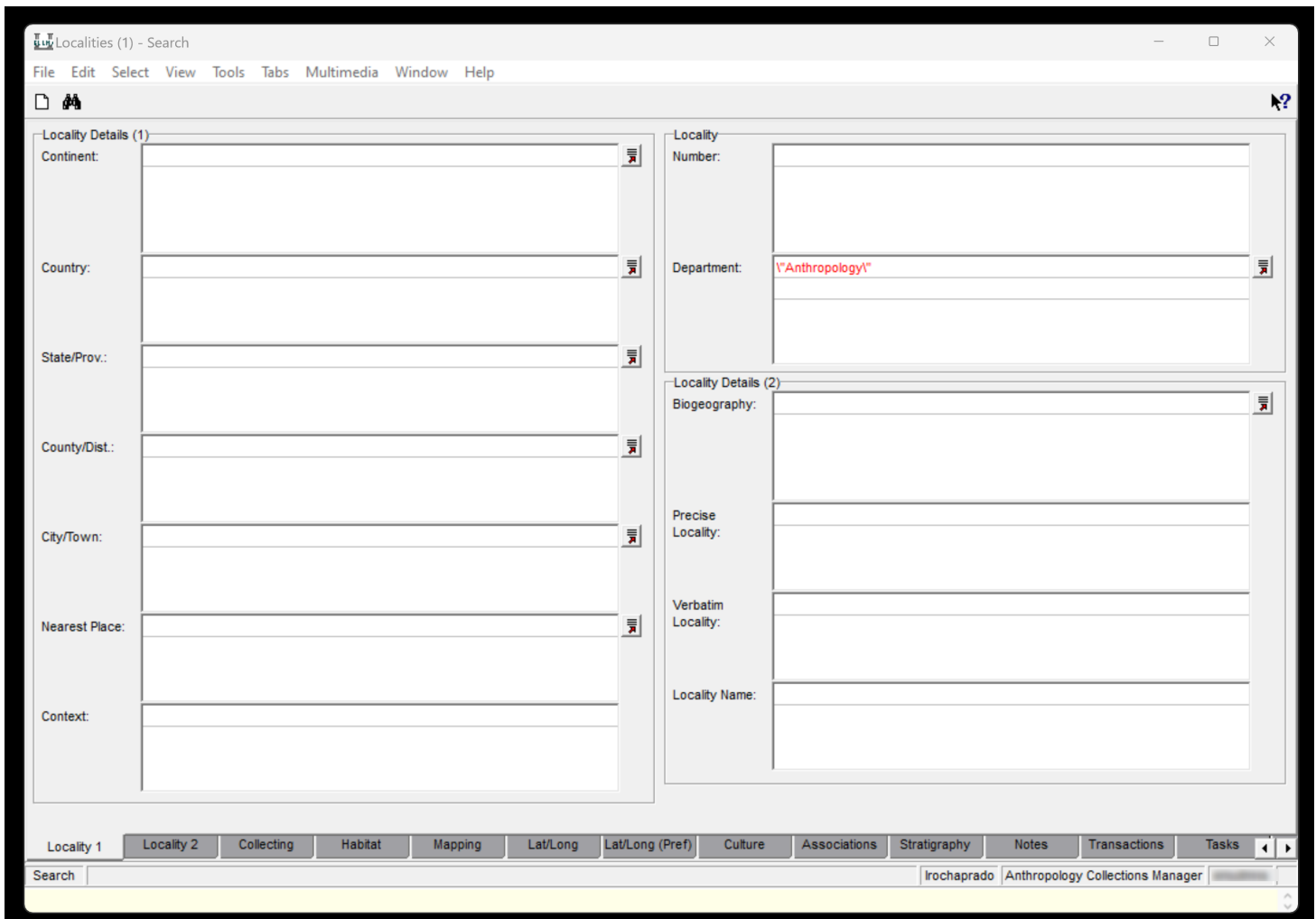
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1 There are two main ways to retrieve groups.

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.



Localities (1) - Search

File Edit Select View Tools Tabs Multimedia Window Help

Locality Details (1)

Continent:

Country:

State/Prov.:

County/Dist.:

City/Town:

Nearest Place:

Context:

Locality Details (2)

Locality Number:

Department: "Anthropology"

Biogeography:

Precise Locality:

Verbatim Locality:

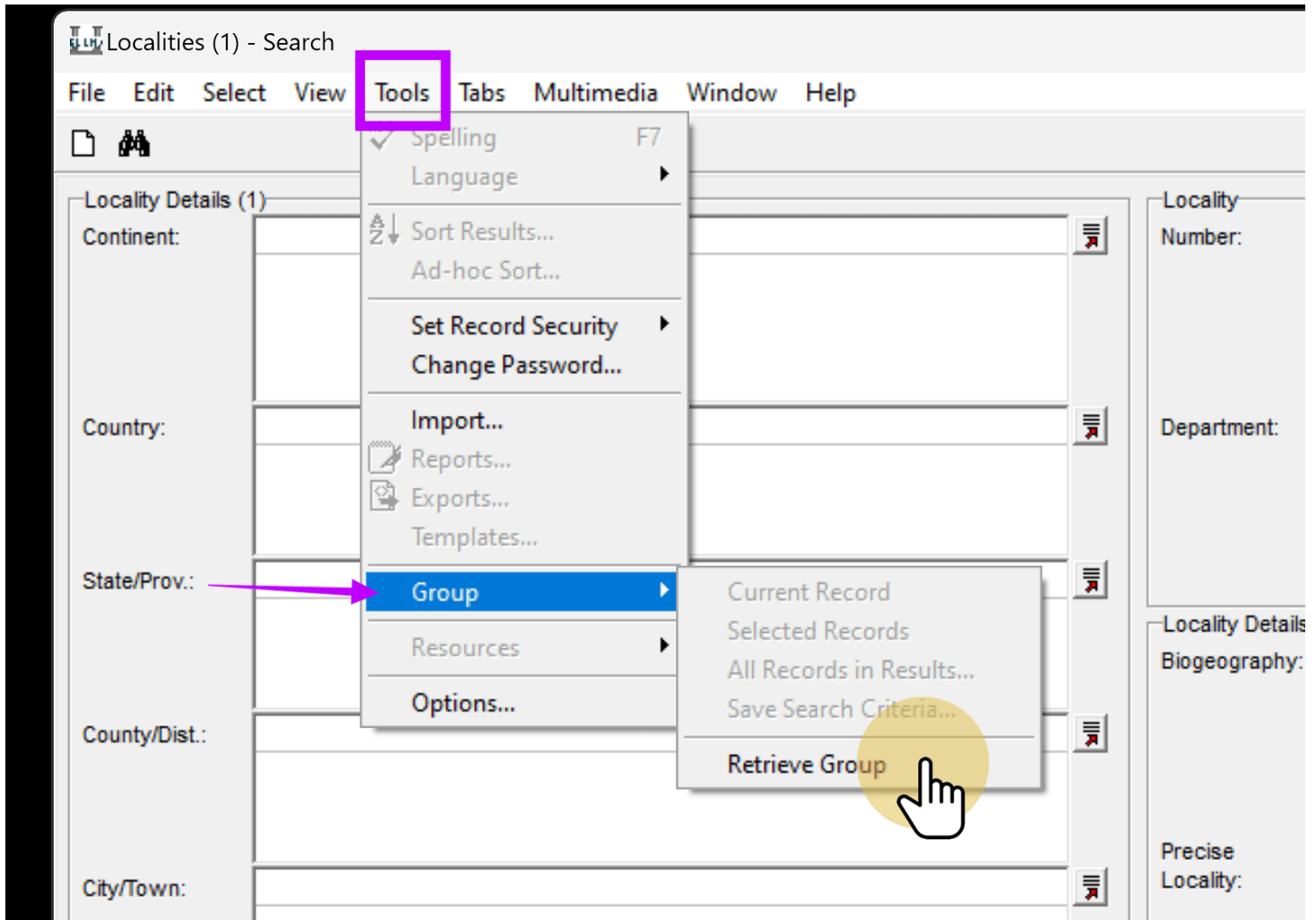
Locality Name:

Locality 1 Locality 2 Collecting Habitat Mapping Lat/Long Lat/Long (Pref) Culture Associations Stratigraphy Notes Transactions Tasks

Search Irochaprado Anthropology Collections Manager

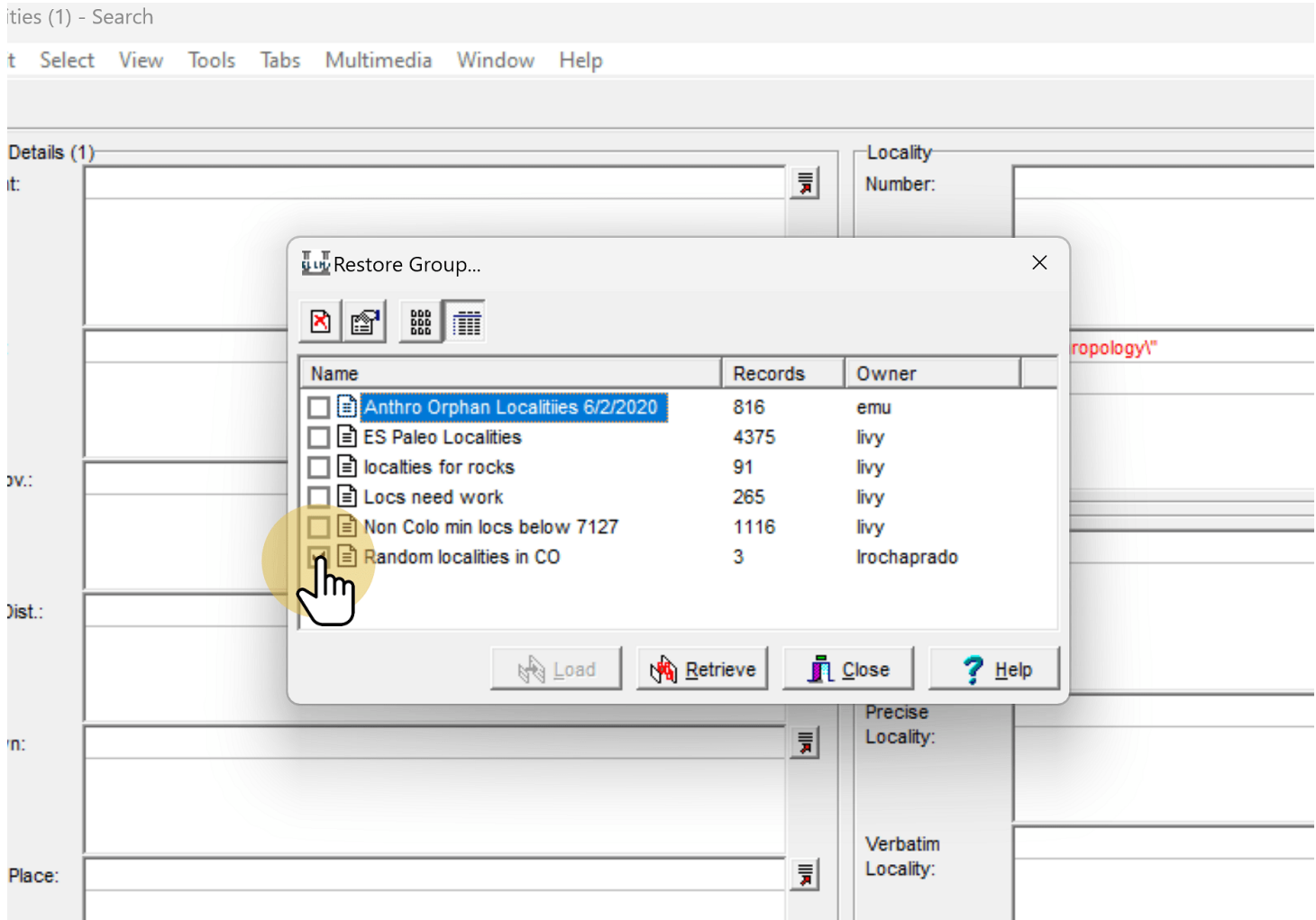
2.1 Click "Tools" in the upper toolbar

Then click "Group" and "Retrieve Group".

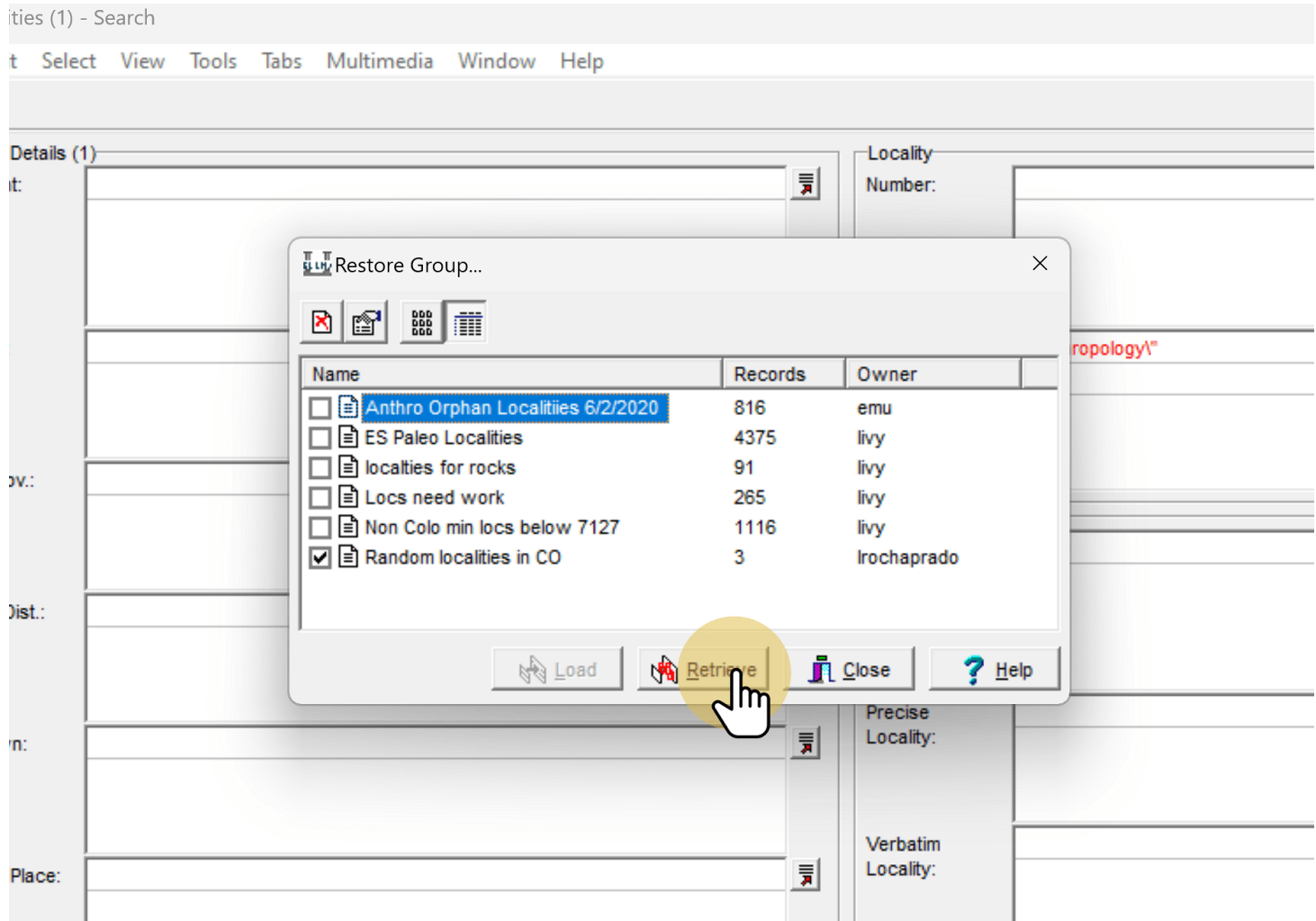


2.2 Check the checkbox next to the name of the group you want to retrieve

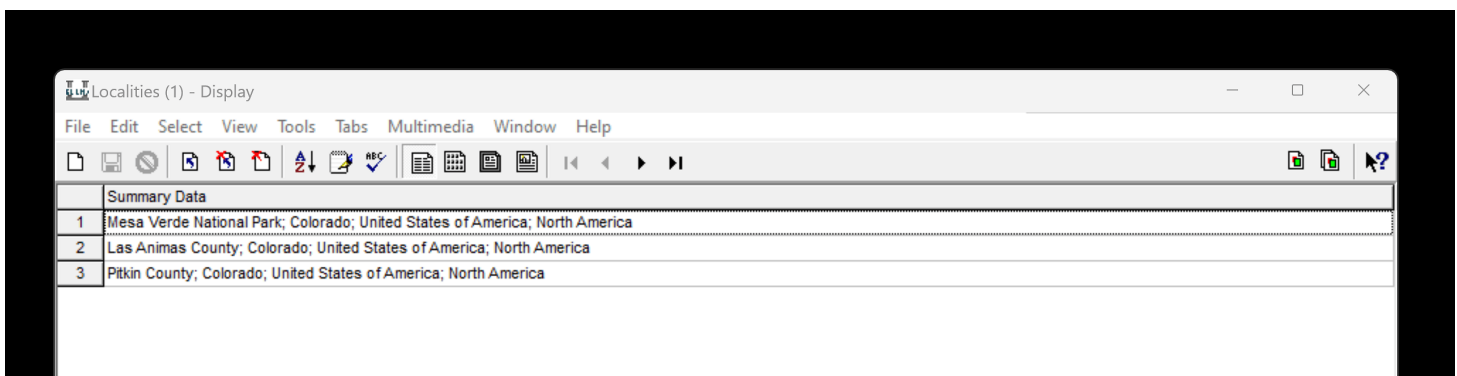
In our case, we are checking the "Random localities in CO" group that we created earlier.



2.3 Click "Retrieve"

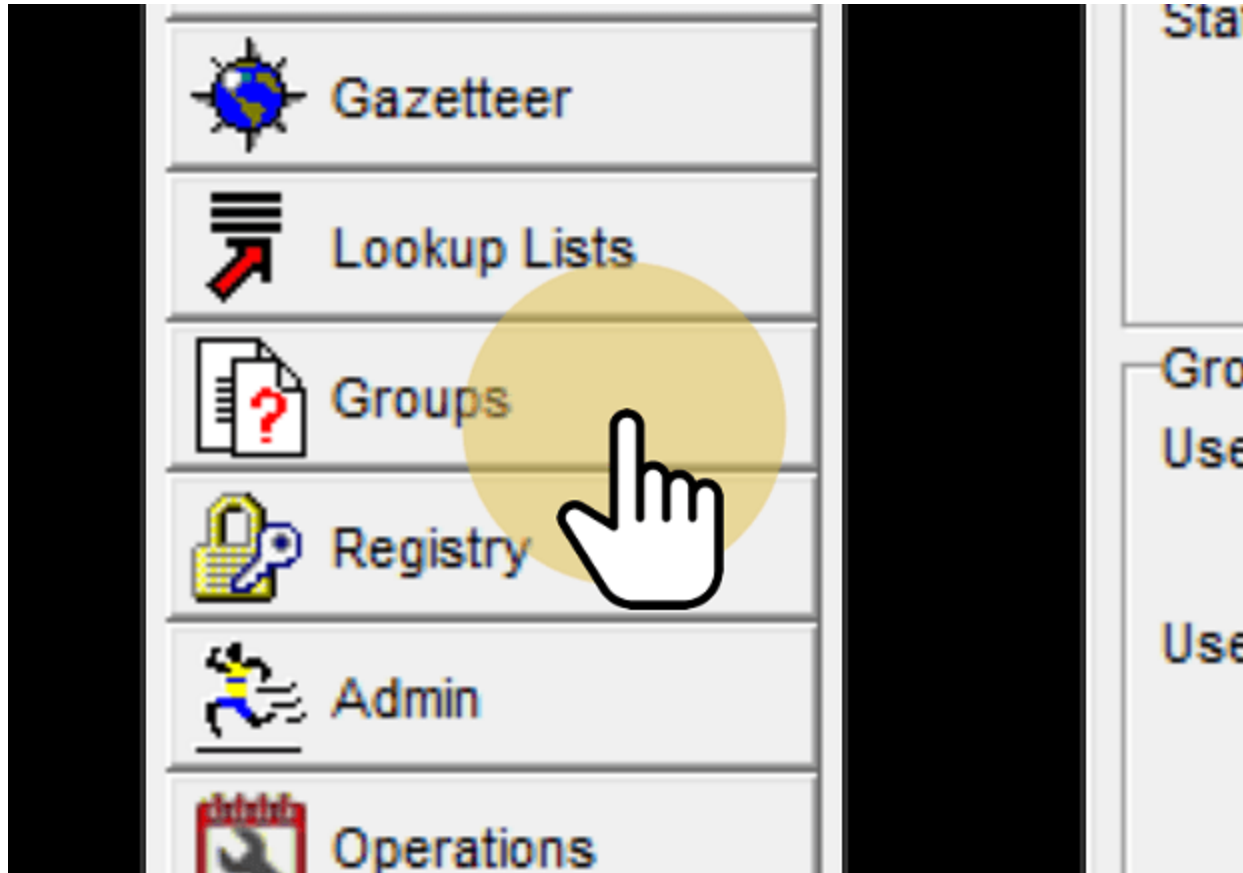


2.4 The records added to the group retrieve should show up



3 Click "Groups" in the Command Center

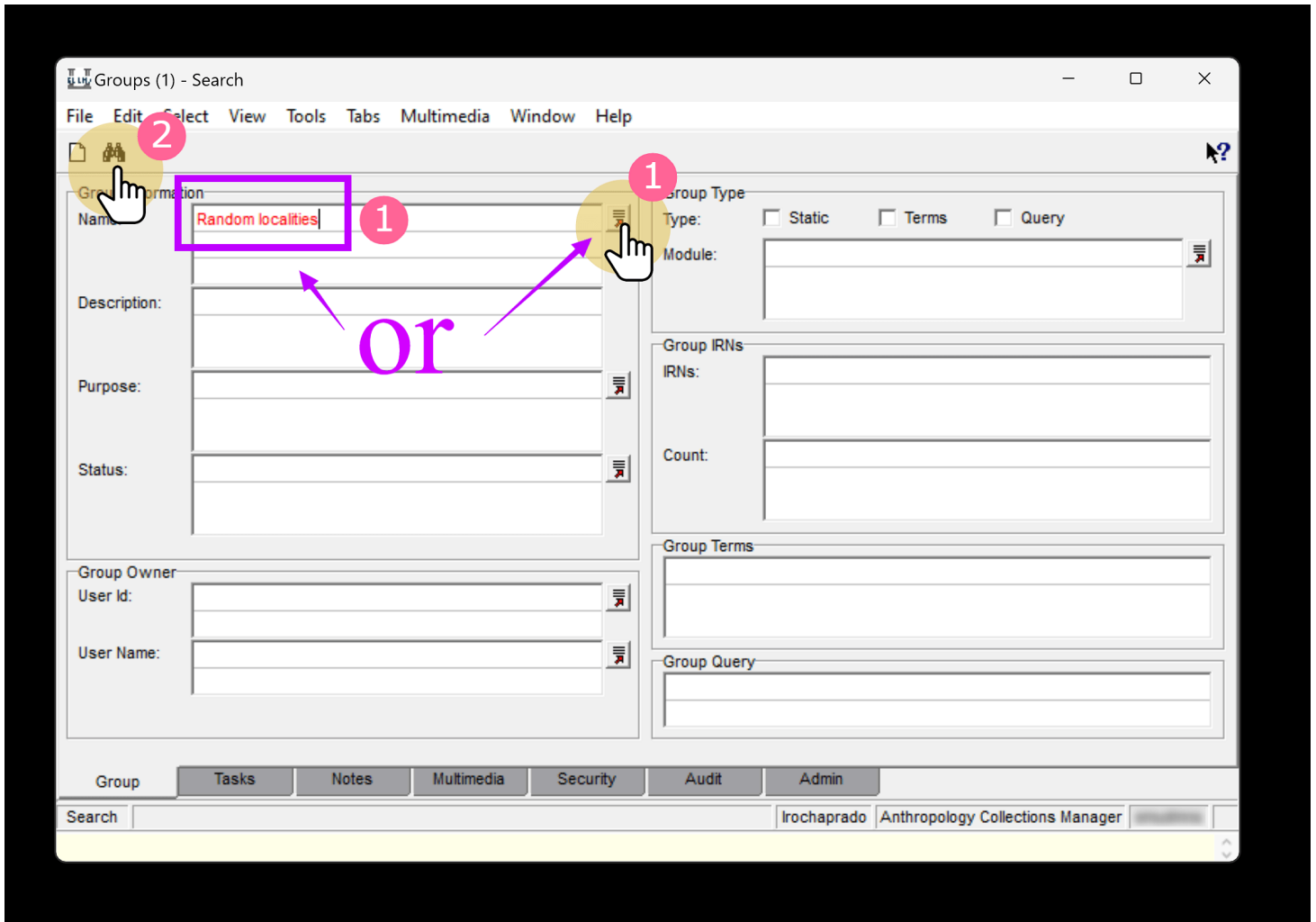
This will open the "Groups" module



3.1 Search for the group you desire

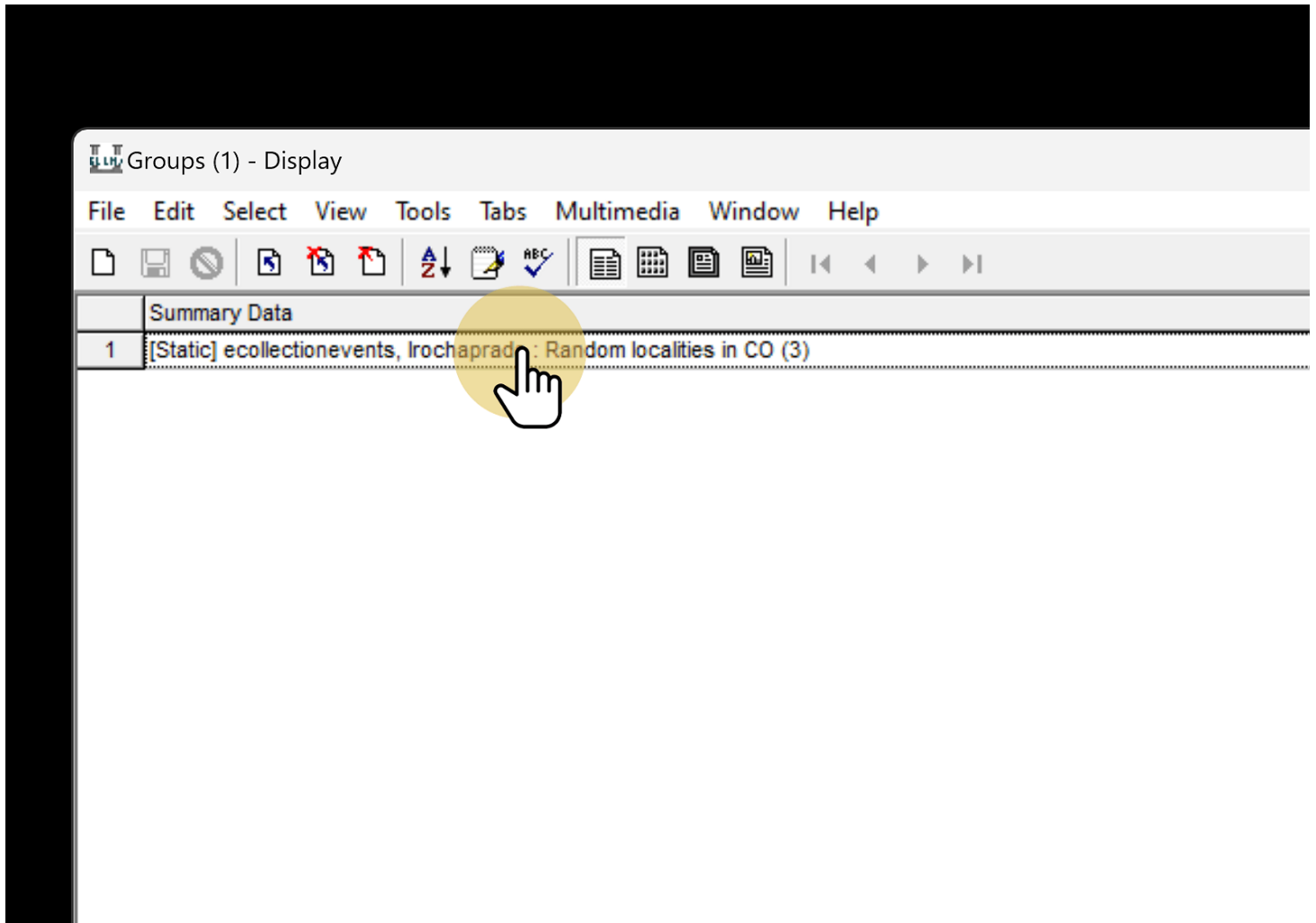
In the example we are using the partial name of the group we're looking for (step 1 on the left), but you can also click the icon to the right of the "Name" field to bring the lookup list with all groups available to you (step 1 on the right).

Click the "search" icon (step 2).



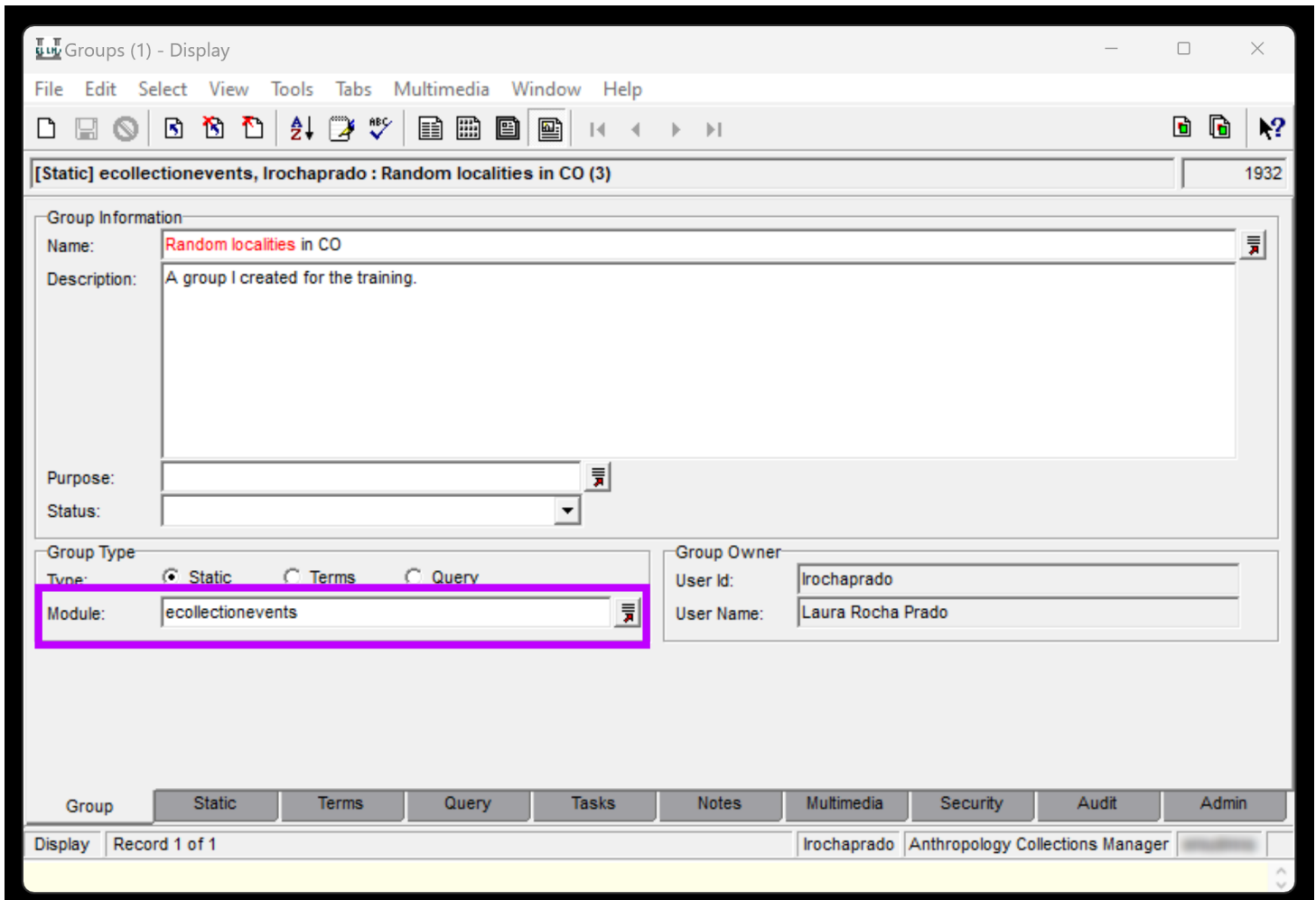
3.2 The search result shows one record matching our search.

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.



The screenshot shows a web application window titled "Groups (1) - Display". The window has a menu bar (File, Edit, Select, View, Tools, Tabs, Multimedia, Window, Help) and a toolbar with various icons. The main content area displays group information for a group named "Random localities in CO" (ID 1932). The group is of type "Static" and was created in the "ecollectionevents" module. The group owner is Laura Rocha Prado. The "Group" tab is selected at the bottom, showing a list of tabs: Group, Static, Terms, Query, Tasks, Notes, Multimedia, Security, Audit, and Admin. The "Display" tab is active, showing "Record 1 of 1".

Groups (1) - Display

File Edit Select View Tools Tabs Multimedia Window Help

[Static] ecollectionevents, Irochaprado : Random localities in CO (3) 1932

Group Information

Name: Random localities in CO

Description: A group I created for the training.

Purpose:

Status:

Group Type

Type: ☒ Static ☐ Terms ☐ Query

Module: ecollectionevents

Group Owner

User Id: Irochaprado

User Name: Laura Rocha Prado

Group Static Terms Query Tasks Notes Multimedia Security Audit Admin

Display Record 1 of 1 Irochaprado Anthropology Collections Manager

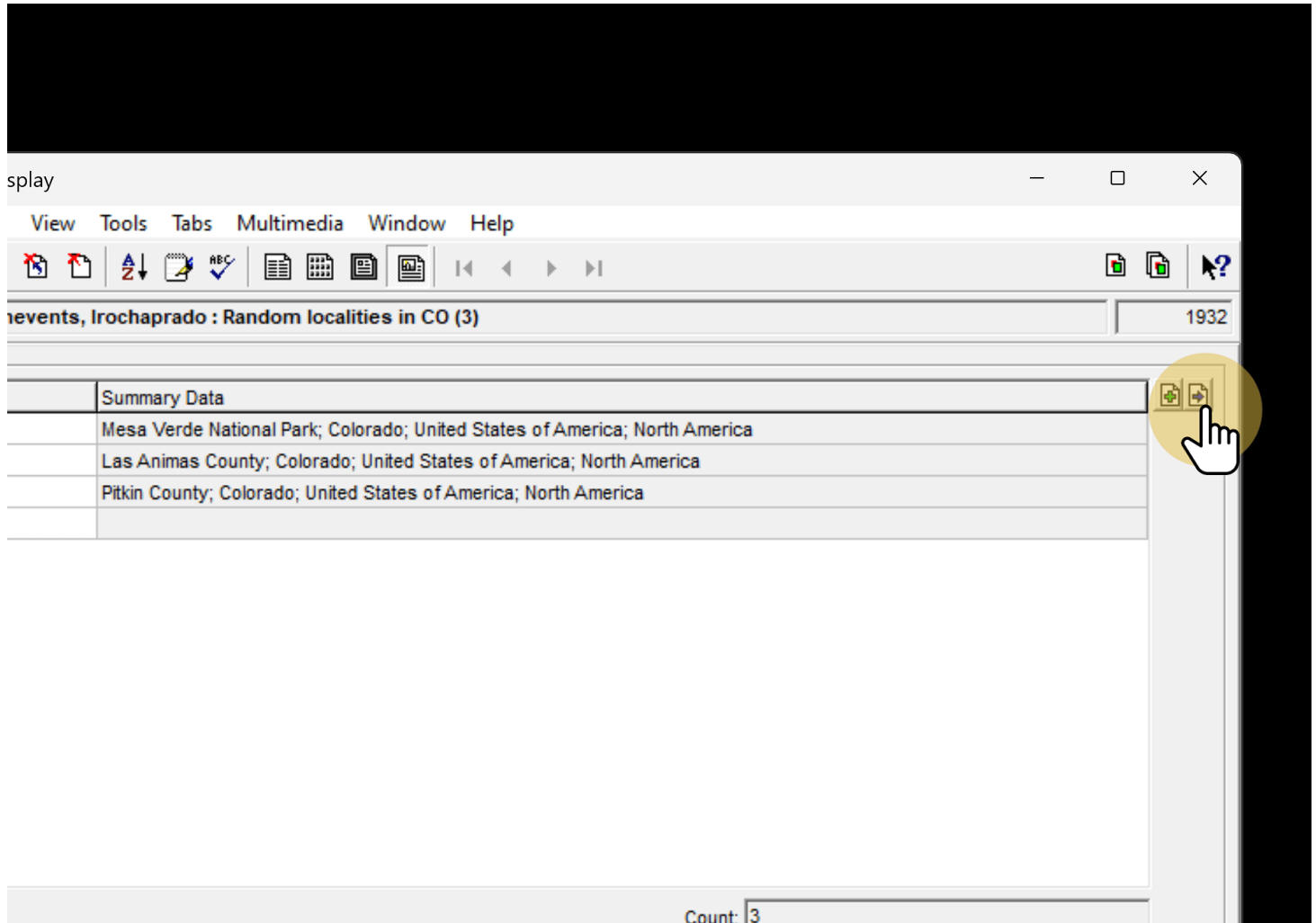
3.4 Go to the "Static" tab to see the records in the group in a glance

The screenshot shows a software window titled "Groups (1) - Display". The window has a menu bar (File, Edit, Select, View, Tools, Tabs, Multimedia, Window, Help) and a toolbar. The main area displays a table with the following data:

IRNs	Summary Data
1 84397	Mesa Verde National Park; Colorado; United States of America; North America
2 84554	Las Animas County; Colorado; United States of America; North America
3 84567	Pitkin County; Colorado; United States of America; North America
*	

A purple arrow points to the "Static" tab in the bottom navigation bar. A purple box highlights the "Count: 3" field in the bottom right corner. The bottom status bar shows "Display Record 1 of 1" and "Irochaprado Anthropology Collections Manager".

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



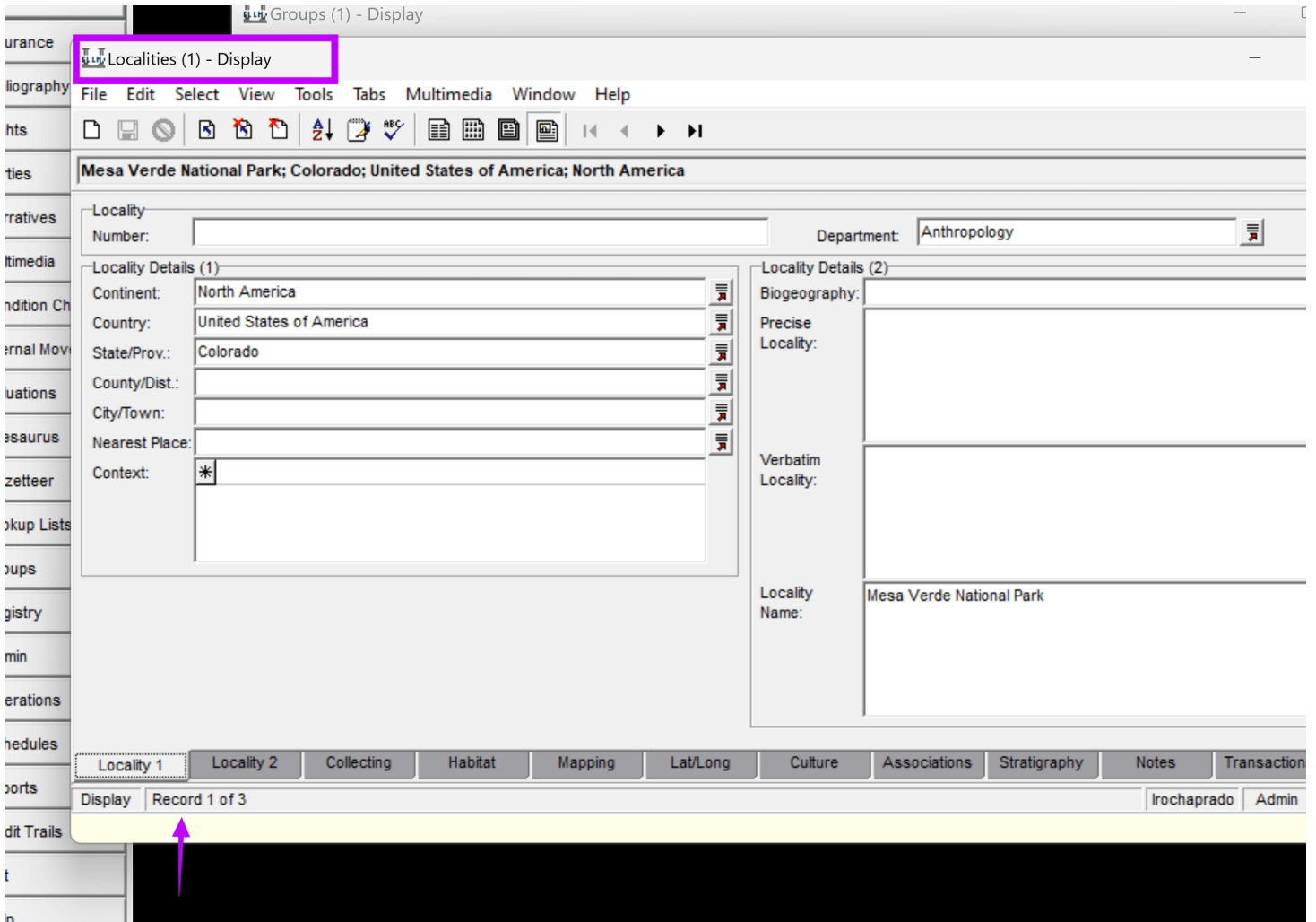
The screenshot shows a software window titled "splay" with a menu bar (View, Tools, Tabs, Multimedia, Window, Help) and a toolbar. The toolbar contains various icons, including a blank sheet with a blue arrow. A yellow circle highlights this icon, with a hand cursor pointing to it. Below the toolbar, a table displays data for "Events, Irochaprado : Random localities in CO (3)" for the year 1932. The table has a "Summary Data" header and three rows of location data. At the bottom right, a "Count: 3" label is visible.

Summary Data
Mesa Verde National Park; Colorado; United States of America; North America
Las Animas County; Colorado; United States of America; North America
Pitkin County; Colorado; United States of America; North America

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.

