



**EMu v.5**

## **Modifying records**

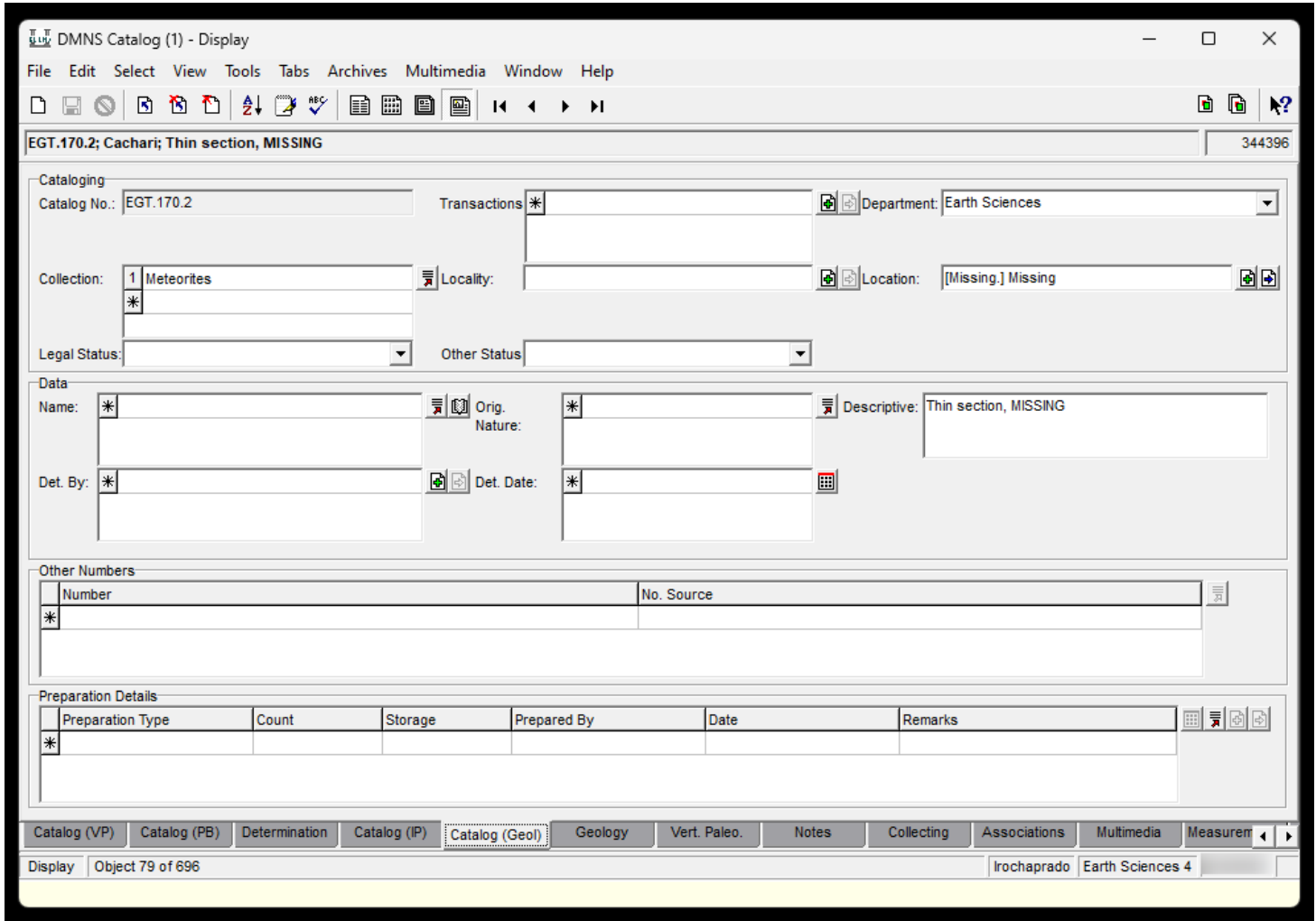
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# Table of contents

1 Open the record you wish to modify	3
2 Modify the fields as necessary	4
3 Click the file disk icon in the toolbar to save the modification	5
4 Click the "forbidden" icon to cancel and discard changes	5

# 1 Open the record you wish to modify

In our example we are logged in as Earth Sciences 4 and we are viewing a record in the Catalog module.



The screenshot shows the 'DMNS Catalog (1) - Display' window. The title bar indicates the record is 'EGT.170.2: Cachari; Thin section, MISSING' with ID '344396'. The window contains several sections for data entry and viewing:

- Cataloging:** Includes fields for 'Catalog No.' (EGT.170.2), 'Transactions' (with a search icon), 'Department' (Earth Sciences), 'Collection' (1 Meteorites), 'Locality', 'Location' ([Missing.] Missing), 'Legal Status', and 'Other Status'.
- Data:** Includes fields for 'Name', 'Orig. Nature', 'Descriptive' (Thin section, MISSING), 'Det. By', and 'Det. Date'.
- Other Numbers:** A table with columns 'Number' and 'No. Source'.
- Preparation Details:** A table with columns 'Preparation Type', 'Count', 'Storage', 'Prepared By', 'Date', and 'Remarks'.

At the bottom, there is a navigation bar with tabs: Catalog (VP), Catalog (PB), Determination, Catalog (IP), Catalog (Geol) (selected), Geology, Vert. Paleo., Notes, Collecting, Associations, Multimedia, and Measurement. Below the tabs, it shows 'Display Object 79 of 696' and 'Irochaprado Earth Sciences 4'.

## 2 Modify the fields as necessary

Here I have added a row to the "Other Numbers" table in the "Catalog (Geol)" tab.

The screenshot shows the 'DMNS Catalog (1) - Edit' window. The 'Cataloging' section includes fields for 'Catalog No.' (EGT.170.2), 'Transactions', 'Department' (Earth Sciences), 'Collection' (1 Meteorites), 'Locality', 'Location' ([Missing.] Missing), 'Legal Status', and 'Other Status'. The 'Data' section includes 'Name', 'Orig. Nature', 'Descriptive' (Thin section, MISSING), 'Det. By', 'Det. Date', and a calendar icon. The 'Other Numbers' table is highlighted with a purple box and contains the following data:

Number	No. Source
1 OLD NUMBER 1234	
*	

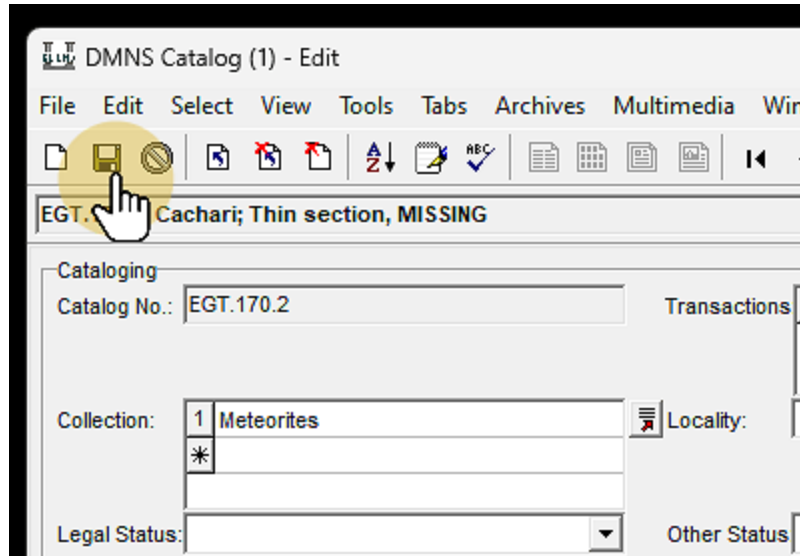
A purple arrow points to the first row of the 'Other Numbers' table. Below this is the 'Preparation Details' table:

Preparation Type	Count	Storage	Prepared By	Date	Remarks
*					

The bottom of the window shows a tabbed interface with 'Catalog (VP)', 'Catalog (PB)', 'Determination', 'Catalog (IP)', 'Catalog (Geol)', 'Geology', 'Vert. Paleo.', 'Notes', 'Collecting', 'Associations', 'Multimedia', and 'Measurements'. The 'Catalog (Geol)' tab is selected. The status bar at the bottom indicates 'Edit', 'Object 79 of 696', 'Irochaprado', and 'Earth Sciences 4'.

### 3 Click the file disk icon in the toolbar to save the modification

Alternatively, hit CTRL+S in the keyboard to save changes (or go to File, then Save Record in the top menu).



### 4 Click the "forbidden" icon to cancel and discard changes

