



**EMu v.5**

## **Searching records - multi criteria**

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# Table of contents

1 Let's search for records in the Catalog module (Catalog(Geol) tab)	3
2 Click the icon on the right of the "Department" field	4
3 Click "Earth Sciences"	5
4 Click the icon to the right of the "Collection" field	6
5 Click "Rocks"	7
6 Type "Coors Mineral Hall" in the "Location" field	8
7 Click the binocular icon on the top left to perform the search	9
8 The results of your search will display	10

# 1 Let's search for records in the Catalog module (Catalog(Geol) tab)

Each text box in this view is a search field. You can type your text or pick from pre-filled lookup lists. We are going to search for all the records in the "Coors Mineral Hall" location that are part of the Rock collection in the Earth Sciences department.

The screenshot shows the 'DMNS Catalog (1) - Search' window with the following sections:

- Cataloging:**
  - Catalog No.:
  - Transactions:
  - Department:
  - Collection:
  - Locality:
  - Location:
  - Legal Status:
  - Other Status:
- Other Numbers:**
  - Number:
  - No. Source:
- Data:**
  - Name:
  - Orig. Nature:
  - Descriptive:
  - Det. By:
  - Det. Date:
- Preparation:**
  - Preparation Type:
  - Prepared By:
  - Count:
  - Storage:
  - Date:
  - Remarks:

At the bottom, there is a tabbed interface with the following tabs: Catalog (VP), Catalog (PB), Determination, Catalog (IP), Catalog (Geol), Geology, Vert. Paleo., Notes, Collecting, Associations, Multimedia, and Meas. The 'Catalog (Geol)' tab is currently selected. Below the tabs is a search bar with the text 'Enter the name of the collection department within the museum for your specimen or object:'.

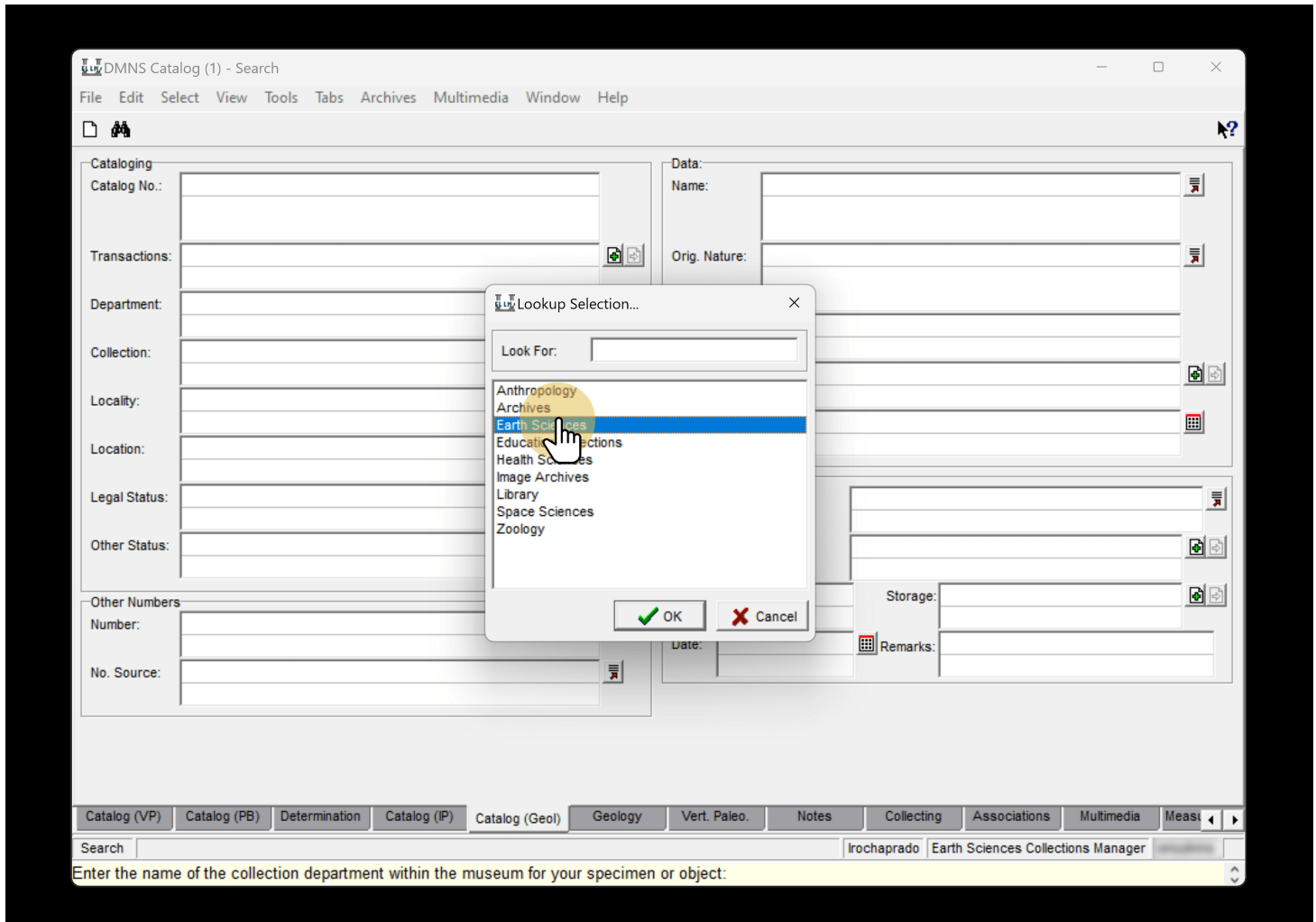
## 2 Click the icon on the right of the "Department" field

Whenever that icon is present, it means that the particular field has a pre-filled list of options that you can pick from.

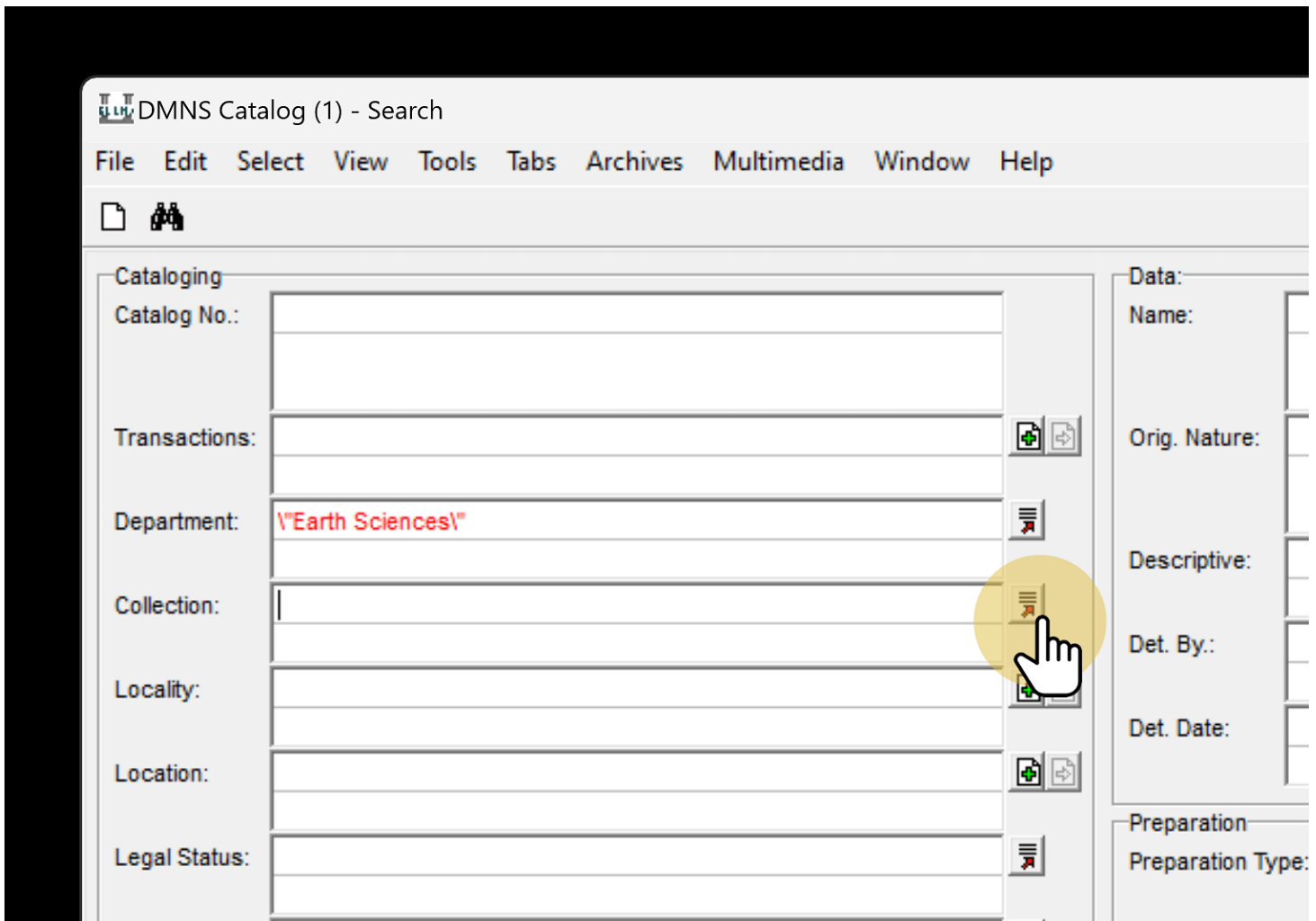
The screenshot shows the 'DMNS Catalog (1) - Search' window. The interface includes a menu bar with 'File', 'Edit', 'Select', 'View', 'Tools', 'Tabs', 'Archives', 'Multimedia', 'Window', and 'Help'. Below the menu is a toolbar with a document icon and a magnifying glass icon. The main area is divided into two panes. The left pane, titled 'Cataloging', contains several input fields: 'Catalog No.:', 'Transactions:', 'Department:', 'Collection:', 'Locality:', and 'Location:'. Each field has a corresponding icon on its right side. The 'Department:' field's icon, which is a small square with a list of items, is highlighted with a yellow circle and a hand cursor. The right pane, titled 'Data:', contains fields for 'Name:', 'Orig. N', 'Descri', 'Det. By', 'Det. Da', and 'Prepar'.

### 3 Click "Earth Sciences"

Click "OK" to accept your choice.



## 4 Click the icon to the right of the "Collection" field



DMNS Catalog (1) - Search

File Edit Select View Tools Tabs Archives Multimedia Window Help

Cataloging

Catalog No.:

Transactions:

Department:

Collection:

Locality:

Location:

Legal Status:

Data:

Name:

Orig. Nature:

Descriptive:

Det. By.:

Det. Date:

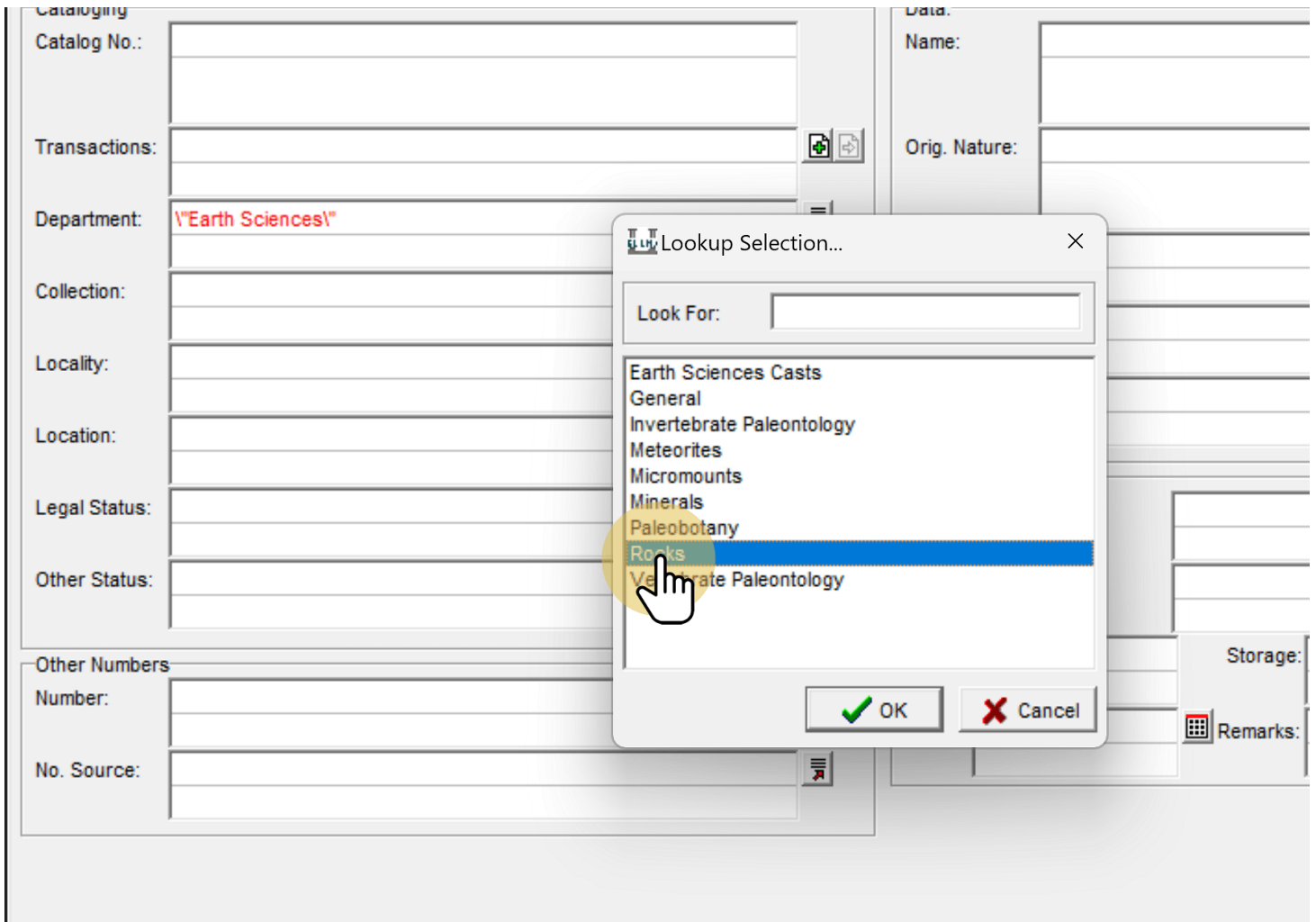
Preparation

Preparation Type:

The screenshot shows a software window titled "DMNS Catalog (1) - Search". It has a menu bar with "File", "Edit", "Select", "View", "Tools", "Tabs", "Archives", "Multimedia", "Window", and "Help". Below the menu bar is a toolbar with a document icon and a group of three people icons. The main area is divided into two panes. The left pane is titled "Cataloging" and contains several input fields: "Catalog No.", "Transactions", "Department" (with the text "Earth Sciences" in red), "Collection", "Locality", "Location", and "Legal Status". The right pane is titled "Data:" and contains fields for "Name", "Orig. Nature", "Descriptive", "Det. By.", "Det. Date", "Preparation", and "Preparation Type". A yellow circle highlights the "Collection" field, and a hand icon points to the icon to its right, which is a small icon of a document with a red 'X'.

## 5 Click "Rocks"

Click "OK" to accept your choice.



The screenshot shows a cataloging form with the following fields:

- Catalog No.:
- Transactions:
- Department: "Earth Sciences"
- Collection:
- Locality:
- Location:
- Legal Status:
- Other Status:
- Other Numbers:
  - Number:
  - No. Source:

The 'Data' section on the right includes:

- Name:
- Orig. Nature:
- Storage:
- Remarks:



A 'Lookup Selection...' dialog box is open in the center, displaying a list of categories:

- Earth Sciences Casts
- General
- Invertebrate Paleontology
- Meteorites
- Micromounts
- Minerals
- Paleobotany
- Rocks** (selected)
- Vertebrate Paleontology

A hand cursor points to the 'Rocks' option. The dialog box has 'Look For:' at the top and 'OK' and 'Cancel' buttons at the bottom.



## 6 Type "Coors Mineral Hall" in the "Location" field


File Edit Select View Tools Help Archives Multimedia Window Help


 



**Cataloging**



Catalog No.:


Transactions:   


Department:  

Collection:  

Locality:   

Location:   

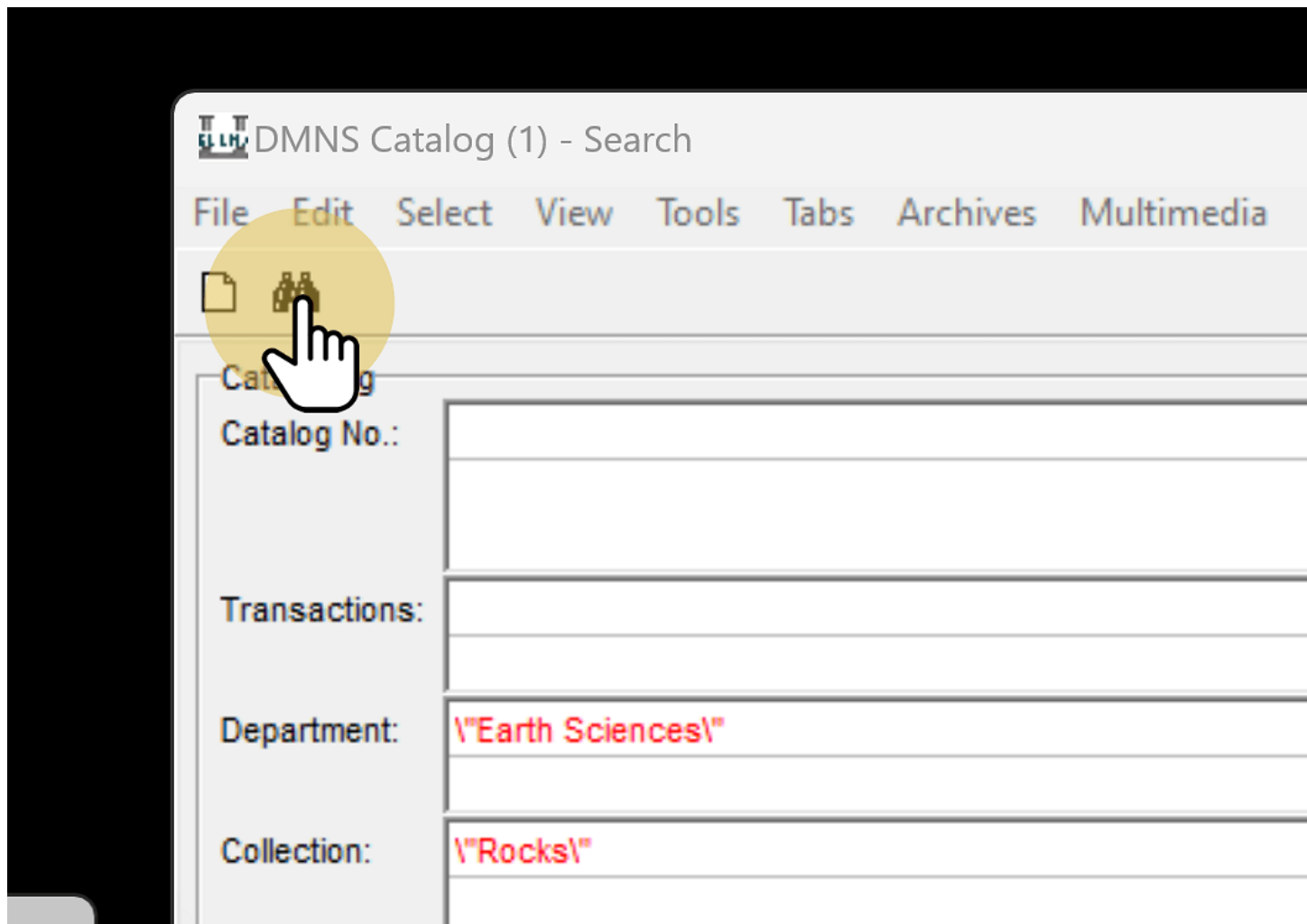
Legal Status:  

Other Status:  



## 7 Click the binocular icon on the top left to perform the search

This will search for all the terms in the selected fields at the same time.



## 8 The results of your search will display

We will go into detail in this view later. For now, notice what this window looks like.

