



**EMu v.5**

## **Creating new records**

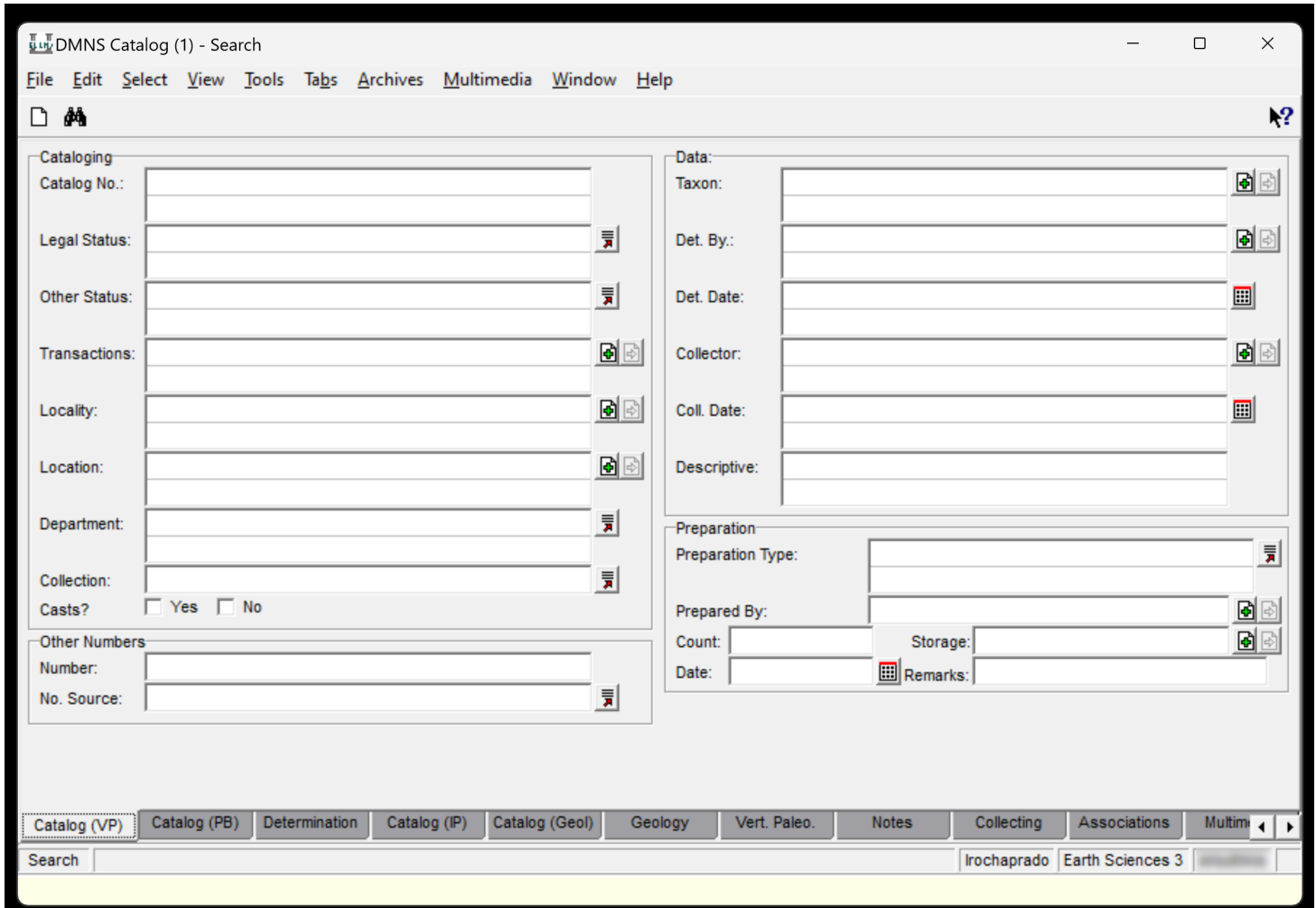
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# 1 Open the module where you want to create a new record

In this example we are logged in as Earth Sciences 3 Group user and we have the Catalog module open.



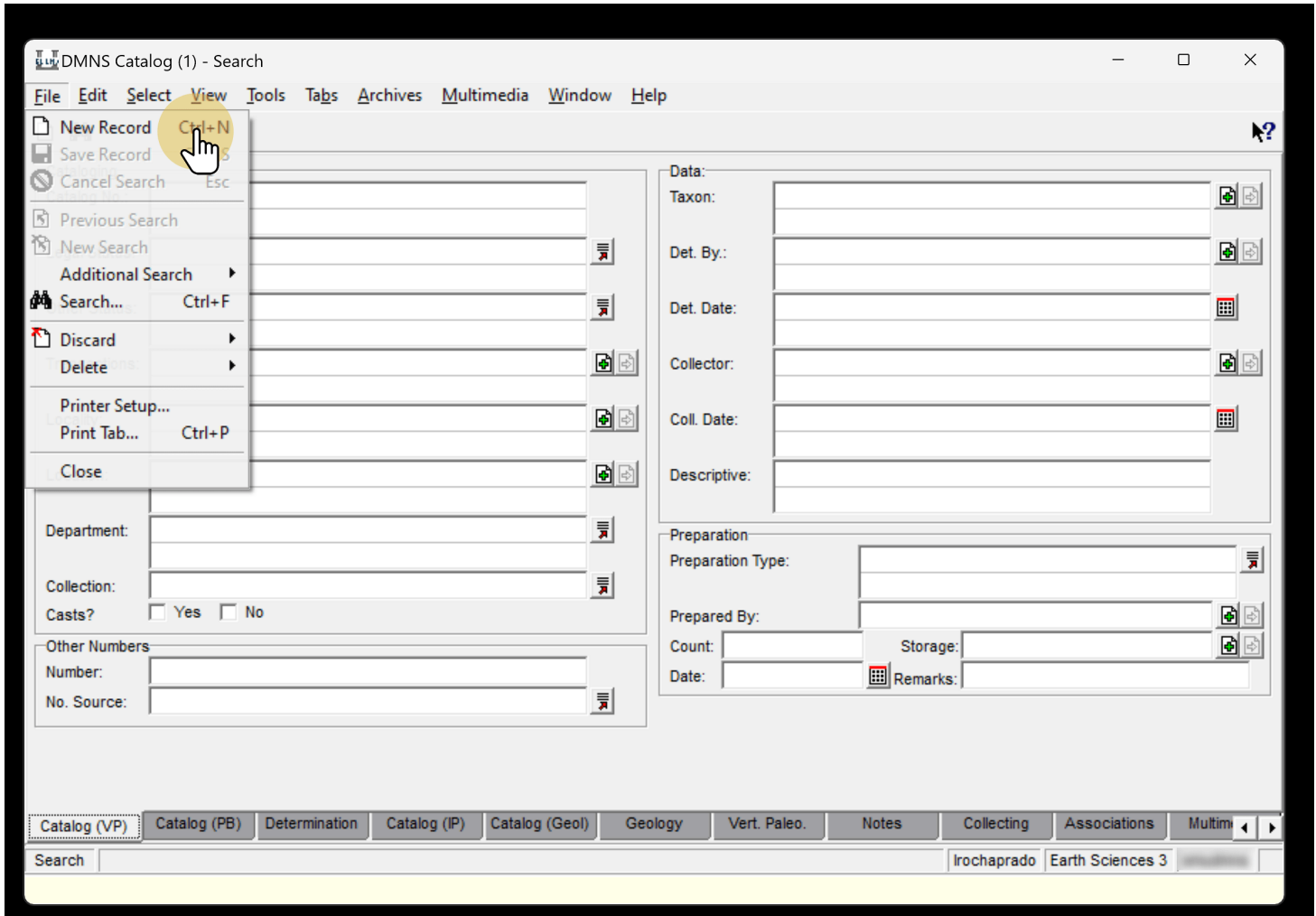
The screenshot shows the 'DMNS Catalog (1) - Search' window. The interface includes a menu bar (File, Edit, Select, View, Tools, Tabs, Archives, Multimedia, Window, Help) and a toolbar with icons for file operations and help. The main area is divided into several sections for data entry:

- Cataloging:** Fields for Catalog No., Legal Status, Other Status, Transactions, Locality, Location, Department, Collection, and Casts? (Yes/No).
- 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.
- Other Numbers:** Fields for Number and No. Source.

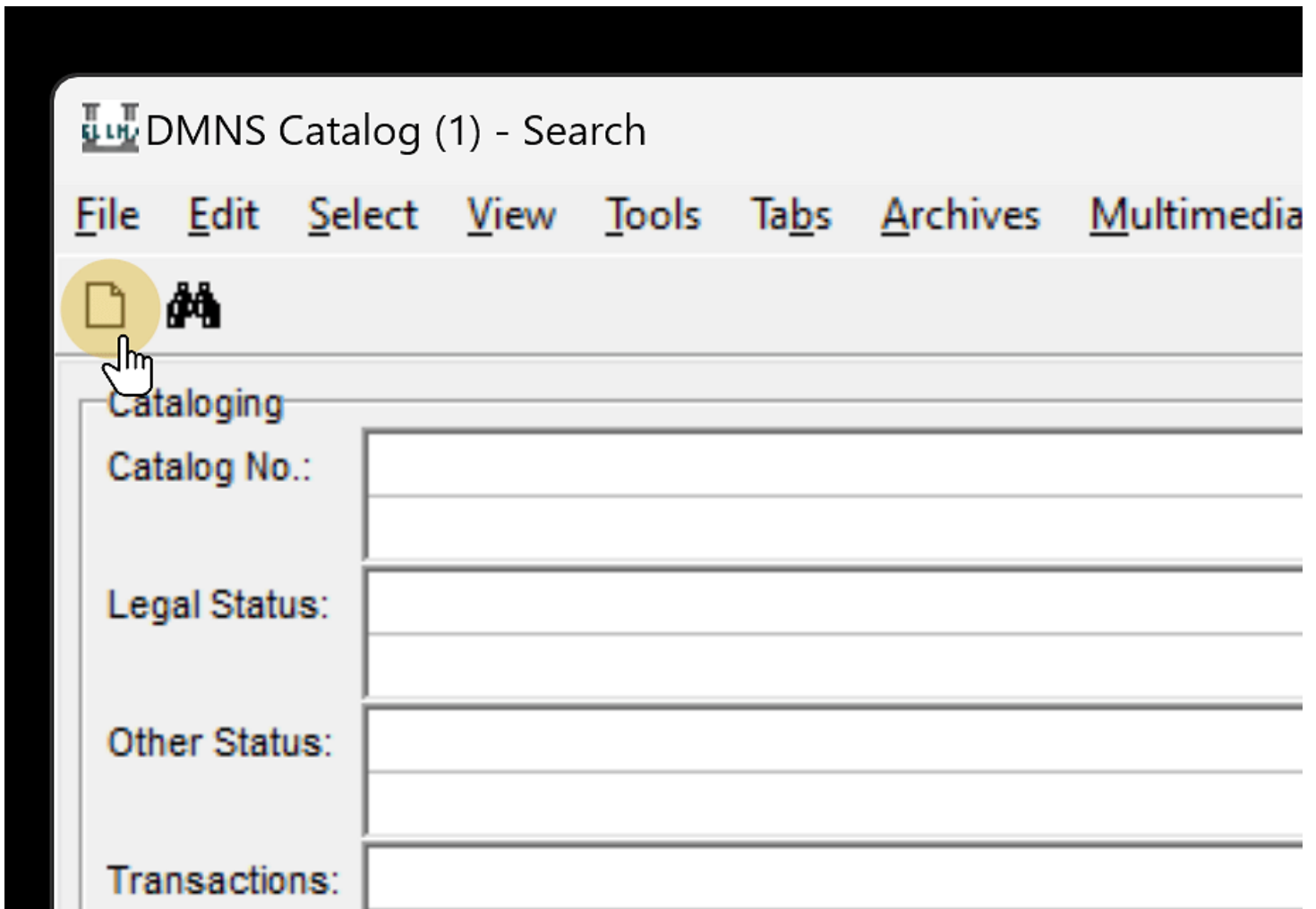
At the bottom, there is a tabbed interface with tabs for Catalog (VP), Catalog (PB), Determination, Catalog (IP), Catalog (Geol), Geology, Vert. Paleo., Notes, Collecting, Associations, and Multim. The 'Catalog (VP)' tab is currently selected. Below the tabs is a search bar with the text 'Irochaprado Earth Sciences 3' entered.

## 1.1 Click the "File" menu and then "New Record"

Alternatively, the key combination CTRL+N yields the same result.





## 1.2 Or click the blank paper icon on the toolbar



DMNS Catalog (1) - Search

File Edit Select View Tools Tabs Archives Multimedia

Cataloging

Catalog No.:

Legal Status:

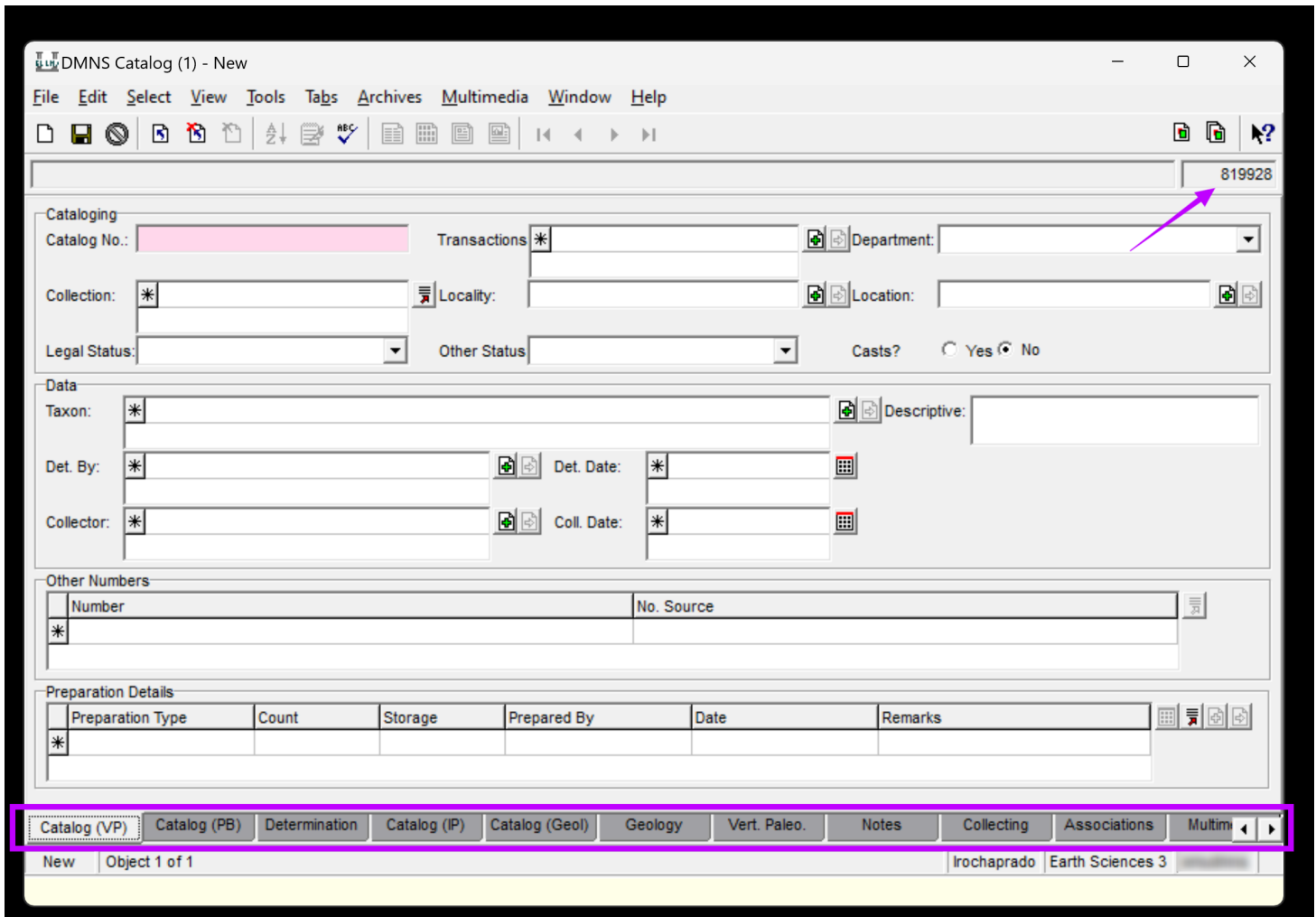
Other Status:

Transactions:

## 2 The module will then display the editable fields as a form

Enter the data as needed. Depending on your User Group, you will be able to see different tabs containing various fields. Toggle between tabs to use other forms as needed.

Note that a new IRN has automatically been created for you in the upper right corner.



DMNS Catalog (1) - New

File Edit Select View Tools Tabs Archives Multimedia Window Help

819928

Cataloging

Catalog No.: Transactions \* Department: 819928

Collection: \* Locality: Location: \* \*

Legal Status: Other Status: Casts? ☐ Yes ☒ No

Data

Taxon: \* Descriptive: \*

Det. By: \* Det. Date: \* \*

Collector: \* Coll. Date: \* \*

Other Numbers

Number	No. Source
* *	

Preparation Details

Preparation Type	Count	Storage	Prepared By	Date	Remarks
* *					

Catalog (VP) Catalog (PB) Determination Catalog (IP) Catalog (Geol) Geology Vert. Paleo. Notes Collecting Associations Multimedia

New Object 1 of 1 Irochaprado Earth Sciences 3

### 3 Enter the data as needed

Notice the mandatory fields (highlighted in pink in this example).

DMNS Catalog (1) - New

File Edit Select View Tools Tabs Archives Multimedia Window Help

819930

Cataloging

Catalog No.: **TEST.1234** Transactions \* Location: [ ] Department: Earth Sciences

Collection: 1 Minerals Locality: ;o.; LOCALE DETAIL: City Park, Denver Location: [ ]

Legal Status: **Accessioned** Other Status: [ ]

Data

Name: \* Orig. Nature: \* Descriptive: This is just for demonstration.

Det. By: \* Det. Date: \*

Other Numbers

Number	No. Source
*	

Preparation Details

Preparation Type	Count	Storage	Prepared By	Date	Remarks
*					

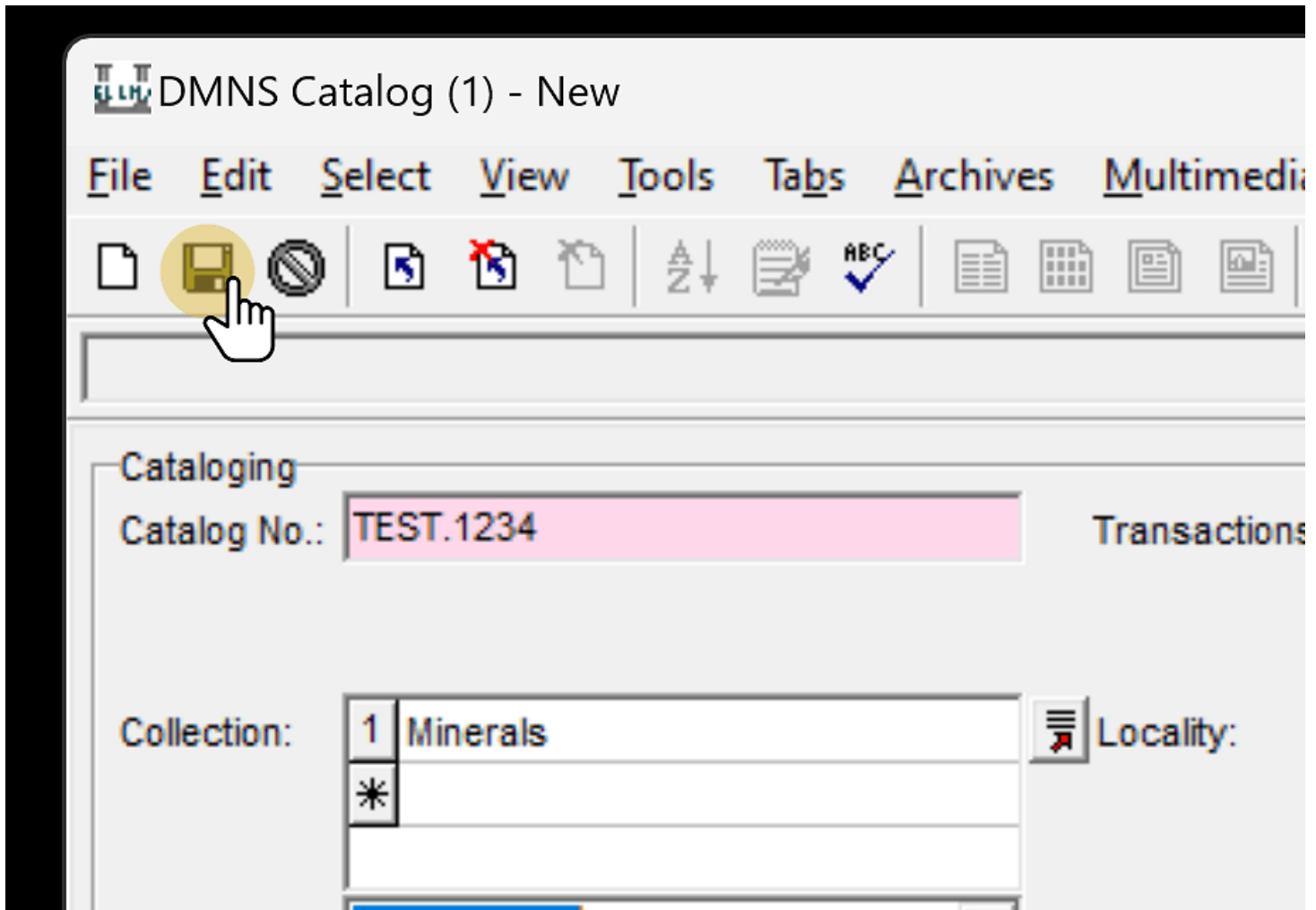
Catalog (VP) Catalog (PB) Determination Catalog (IP) Catalog (Geol) Geology Vert. Paleo. Notes Collecting Associations Multim

New Object 1 of 1 Irochaprado Earth Sciences 3

Enter whether the object(s) represented by the catalog record is accessioned, has been deaccessioned, or is on temporary deposit (meaning it

#### 4 Click the computer disk icon to save the record

Once the record is successfully saved, it will be displayed in a "result" view.





## 5 Click the forbidden symbol icon to discard the record

Your record will not be saved

