

A Guide to the Wonderful World of EMu

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Preface (A note from Sasha and Hannah):

To most people the word emu brings to mind a certain image: a large, relatively unattractive, flightless bird that inhabits the land down under. But to those who work at the Field Museum, the word has a very different meaning. To them, EMu is a constant reminder of how computer software looked in 1999. But despite its appearance, EMu is actually quite a sophisticated piece of software and is a great tool for those who work in a museum. Because it is such a useful tool, knowing how to use it in all its grey glory is essential. Unfortunately for you, dear reader, EMu has quite a steep learning curve and can be confusing and unintuitive.

During the dark times before this guide, the Exhibitions Department was forced to rely on technological alchemy and oral tradition, hoping that EMu would not banish their data to the void, where only IT could reach it. Great skill and impeccable handwriting were necessary to record the keys to the database's secrets. Developers often wondered if a good old card catalog system might do a better job.

But no longer. In the summer of 2017, two fearless interns braved the impenetrable maze of the Catalogue module, deciphered the hastily scribbled messages of interns gone before them, and created this document, your guide to EMu. They did not go alone. Intrepid developers Marie Georg and Susan Golland and a fearless IT department were there to lead the way.

In this guide you will find clarity and order, assurance that not all is lost, and many, many examples involving Cryolophosaurus. We hope that you, whoever you may be, will find this guide helpful, informative, and hopefully not too mind-numbingly boring.

Should you become overwhelmed, take some deep breaths and remember that the emu is only a flightless bird, and is probably more scared of you than you are of it.

Sasha Dzwierzynski and Hannah Overstreet
Summer 2017

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Chapter 1: EMu Basics

Electronic Museums, better known as EMu, is a highly complex and at times confusing database used by many museums around the world including our very own Field Museum! It stores and organizes information concerning every aspect of the museum, from our vast collections to our cool exhibits and awesome people.

EMu is a relational database. This means that EMu is structured to recognize relationships among its stored items of information. It stores information in modules, which are organized by subjects like “Catalogue,” “Events,” “Multimedia,” and “Parties.” Things within the same module have similar characteristics; events, for example, all have a start and an end date.

Related records from separate modules can be attached to each other. For example, an image from the Multimedia module can be attached to an object record in the Catalogue module.

This way of organizing records means that information can be linked rather than duplicated. It also means that EMu users have to be careful when using the database because if you screw one thing up, you can screw up everything all at once. No pressure or anything. When changing the information in a record, you must be sure that the changes apply to all the other records the first record is attached to.

If you encounter a message stating that there are no licenses left and to try again later when you attempt to log in, you can... well, I guess you can just wait. IT automatically gets an email at the same time so they can help you if it's super duper important that you get on. There's no need to notify them separately.

Here is a link to a guide on standards and appropriate use of EMu. You can read it now, or wait until you are familiar with the terminology and basics of EMu.

- [Standards and Appropriate Use of EMu](#)

A Note on Spelling: EMu uses a combination of British and American spelling. For example, the Catalogue module is spelled the British way. However, the field for Catalog Number uses American spelling. Yay for consistency. This guide always uses the exact spelling of the thing in question, and defaults to American spelling when talking about EMu generally.

Modules

This section will explain what those grey boxes with the pixilated pictures on the left side of the screen are when you first log into EMu.

When you log into EMu, you will see the Command module on the left side of the screen. It looks like the picture below. It has sort of a rustic late-90s charm to it.

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The main modules you will use include the Catalogue, Events, Exhibition Objects, Parties, and Multimedia modules. Interns (like your humble authors) can only see the modules above. Depending on your level of access and job you have here in development, you may see more modules but probably not less.

Modules act like small databases for different types of information and are how EMu organizes records. For example, the Catalogue Module is where you will find information about our vast collection of dead animals and other things we keep in the basement. Similarly, you will find useful information about people in the Parties Module and information about things with scheduled times or dates in the Events Module.

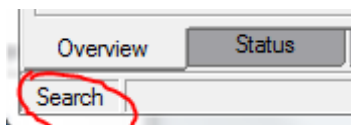
Things in different modules can be attached together if they are related. For example, information about another museum, such as our supercilious counterparts in New York, the American Museum of Natural History (AMNH), will be stored as an organization in the Parties module. An object on loan to The Field Museum for use in an exhibit will have a record in the Exhibition Objects module. If the loaned object is from AMNH, that party record can be attached to the record in Exhibition Objects. That way, information about AMNH doesn't have to be re-entered into another module, but it can still be easily accessed. You will learn more about how records are created and linked later on in this guide.

Modes

This small section will explain the different ways EMu will appear on your screen.

When you open a module, you will notice the mode in the bottom left-hand corner. Generally, the mode will be "Search" when you first open the module. Depending on what you are looking at within a module and whether or not you have changed any records, the mode may change to "Display," "Edit," or something else.

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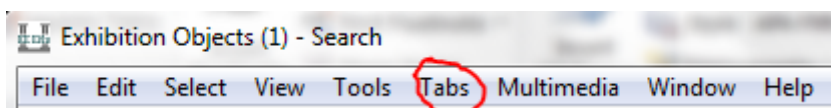


The mode can tell you when you've changed something in a record and need to save it (Edit mode), as opposed to just viewing the information in the record (Display mode).

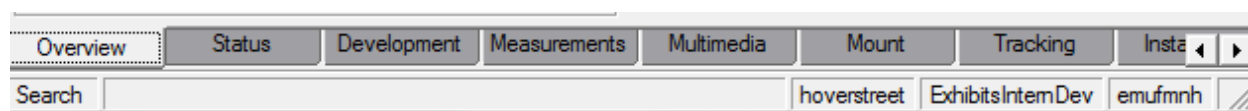
Tabs

This section will tell you what tabs are and how to change from one tab to another.

Once you are ready to search, or have a single record open in Display or Edit mode, tabs can be accessed in two ways. The first is from the menu bar at the top of the window:



The second is from the bottom of the window:



Which tabs you see depend on what kind of search or record you have open. Some tabs only appear when a field is filled in. Tabs help group the information in a record into categories, most of which are self-explanatory. The Multimedia tab of an Exhibition Objects record, for example, is where records from the Multimedia module can be linked. A tab called Environment will have information about where and how an object can be stored.

Fields

This section will explain what up with all the rectangular boxes, what they are, and what type of info you put in each box.

There are several different types of empty boxes in Search mode or when you are creating a new record. These are known as fields. Depending on the type of field, you can enter different types of information.

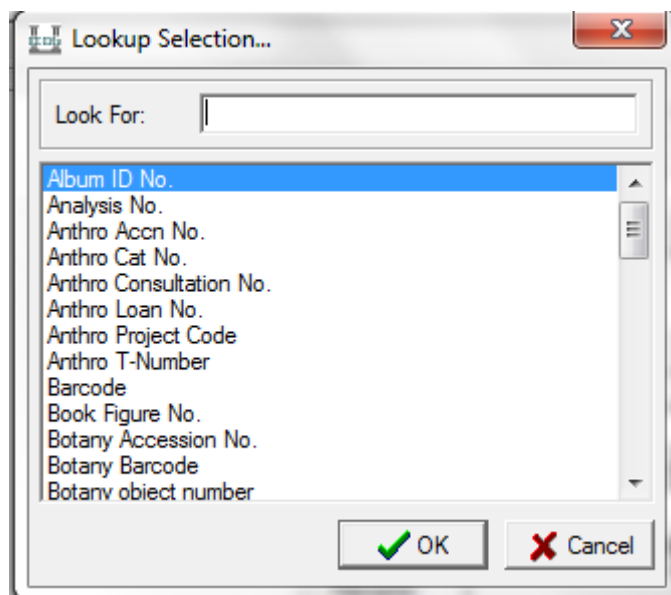
The simplest field is the **Open Text** field. In these boxes you can type anything that you want! You should probably stick to museum stuff however. For example, when creating a new record in the Multimedia module, the Description field is an open text box. You will know when a field is Open Text because it will not have any symbols to the right of it.

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A **Lookup** field will be to the left of an icon with three horizontal lines next to an arrow.



In a Lookup field, you can click the icon to see a list of all the previous entries in that field. You can also search the list using the “Look For” box.

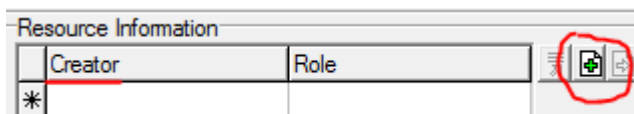


If you type something which is not already in the lookup list, EMu will ask if you want to add it to the list. Be careful when adding things to Lookup fields. Make sure everything is spelled correctly and that there are no synonyms already in the list.

Super awesome pro tip: If you don't want to type out the whole term, you can type the first three letters or so and press the lookup button. Then select what you're looking for in the list. Ex: type “ant” instead of “Antarctic Dinosaurs.” If there's only one term that starts with “ant,” the lookup button will automatically fill it in.

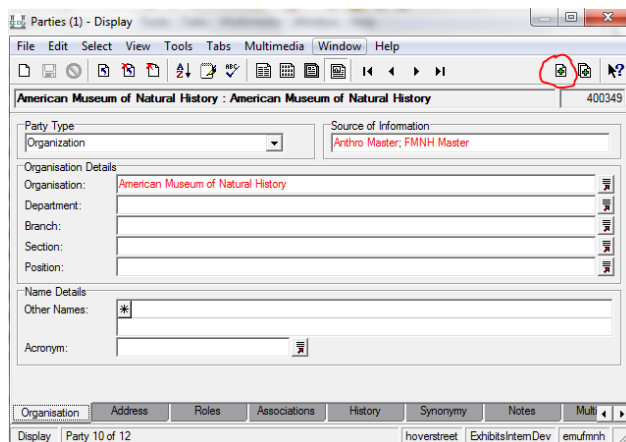
Third, the **Linking** field automatically attaches search terms together. This box will have a green plus sign icon to the right. Attaching means you are connecting related records from different modules. You could attach an image to an object, or an object to an event.

For example, you may use a Linking field when you are creating image records in the Multimedia module. The “Creator” box is a Linking field that attaches a person or organization from the Parties module to the entry in the Multimedia module.



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Clicking the green plus icon will open the Parties module, where you can search for the appropriate person or organization. After you've opened the correct Parties record, click the green plus icon again at the top right of the screen.



A **Calendar Field** is used to search dates. It will have a calendar icon to the right. Note that all dates in EMu follow a **Day/Month/Year** format.

Finally, **Drop-Down Fields** will usually have a short selection of search terms to choose from, such as “Yes” or “No.” This field will have an icon with a black arrow pointing down.

In many modules, the Edit menu will have a “Find a Field” tool. This is helpful if you know what you need to search for or what information you need to enter, but do not know which tab the field is located in.

While some fields will appear white, others will be grayed out. Grey fields you can do nothing in. If a field is grayed out it means that you're not important enough to change it or that you do not have the authority to change it. ☹

Logging Off

EMu only allows a certain number of people to use it simultaneously, so be sure to log off when you're not using it. In order to quit EMu and log off, you click the little button with an “x” on it in the top right corner. I know you've probably never quit a computer program by clicking an “x” in the corner before but before you criticize it do remember that EMu is from Australia and due to the Coriolis Effect, they do everything backwards.

Help

This section will show you how to seek other help if our guide does not have the droids you're looking for.

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You've probably figured out by now that EMu is confusing and has a lot of buttons that do a lot of different things. Unfortunately this guide will not cover everything because that is probably impossible to do. Thus if you get stuck and this wondrous guide is of no assistance, you're going to have to turn to the internet or the intranet!

Help Button

The help button is located in the top right corner. It is an icon with a black arrow and a question mark.

After clicking the help button, click on any field and it will tell you what type of information goes into the box. If you are unsure what to put in a field, the help button is your buddy.

If you are completely lost and this guide has not helped you, then your mission is to click on the help module at the bottom of the command module. This will take you to EMu's online help site which (maybe we're biased) is a lot less helpful than this guide.

Intranet FAQ

If you are unsure how to do a particular task in EMu and it is not outlined in this guide, you can also try using the FAQ on Intranet. IT staff update the FAQ pretty regularly.

<http://intranet.fieldmuseum.org/emu/faqs>

Chapter 2: Helpful Tools

This chapter is not necessarily meant to be read in order. It may be more useful to you if move on to Chapter 3: Exhibition Tasks and consult this chapter as needed. Topics like dittoing and lists will be mentioned in the instructions in Chapter 3, and we will describe them in this chapter in more detail than in the abstract of the section mentioning them.

Once you are more familiar with EMu, you may want to read through this chapter in its entirety, as it contains some super pro tips that might be helpful in your day-to-day work.

Menus & Tools

Menus are listed horizontally at the top of each module (File, Edit, View, etc.) You are probably familiar with most of the tools in these menus from using Microsoft Office or similar programs. However, there are a few tools that are unique to EMu. Several of these will be covered in the next chapter, but if you don't find what you're looking for, you can also consult EMu Help.

*****HELPFUL HACK***** If you are confused about what any field, tab, etc. does when you are in the Emu database, you can click on the question mark icon at the upper right hand

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corner of the screen, and then click on the field that you are confused about. Doing so brings up general directions on what to do, or will link you to Emu's Online Help website.

This page provides an overview of each tool in the EMu menus:

<http://help.emu.axiell.com/v5.1/en/Topics/Common/Menu%20bar.htm>.

Search

Oh boy this one's a doozy. This section will teach you how to find an object that has already been put into EMu.

Appendix A includes a more complete guide to searching for when you are comfortable with EMu and its uses. This section will cover the most common searches you will do and the ones that are most essential for development tasks.

Searching for Objects in an Exhibition

Frequently, you will want to be able to see all the objects in an exhibition. To do this, you will first open the Exhibition Objects module. Then, in the "Event/Exhibition" field, enter the shortname (such as "Romans") or number (like EX-2017.2) of the exhibit. This will pull up every object in the exhibit.

Alternatively, you can use the Catalogue module. Go to the Events tab and search for either the name or number of the exhibit. (If you don't see an Events tab, check the Troubleshooting section.) You should then see all the objects which have been attached to that event.

Should you want to narrow your search (which you will), you can use the other fields in the Exhibition Objects module. If you only want to see Wanted objects, for example, you can enter that in the Status field. Using the Development tab, you can also narrow your search to only particular sections or groups within an exhibition.

The screenshot shows the EMu Exhibition Objects module interface. It is divided into two main panels: 'Overview Information' on the left and 'Details' on the right. The 'Overview Information' panel contains fields for 'Inventory Number:', 'Catalog Number:', 'Event/Exhibition:', 'Status:', and 'Original Cat. Number:'. The 'Status:' field is circled in red. The 'Details' panel contains fields for 'Materials:', 'Current Location:', 'Catalog Subset:', 'Object Kind:', 'Touchable?:', and a series of 'Exh. Obj. Name:', 'Common Name:', 'Taxon:', 'Cultural Group:', 'Place:', 'Time:', 'Material:', and 'Case:' fields, each with a 'Final:' checkbox. At the bottom, there is a navigation bar with tabs: 'Overview', 'Status', 'Development', 'Measurements', 'Multimedia', 'Mount', 'Tracking', and 'Insta'. The 'Development' tab is circled in red.

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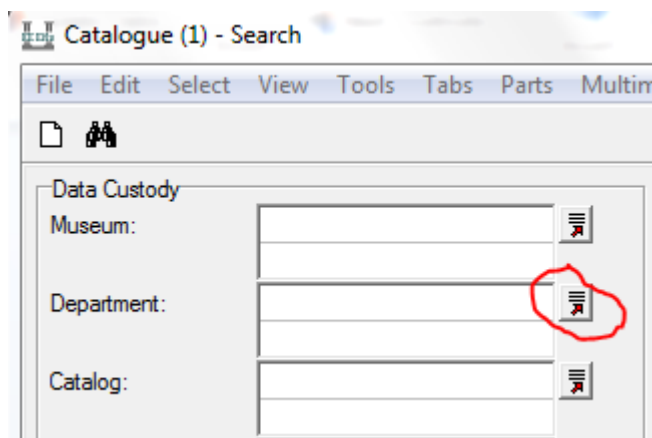
Running a search will not necessarily organize your results into a usable format. To change this, go to the List section.

Searching for Objects in Catalogue

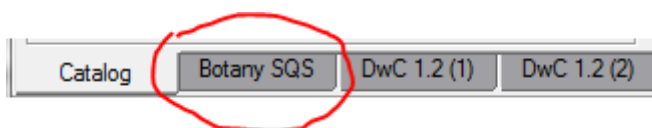
If you only want some basic information on an object, you may not need to use EMu at all. See Appendix A for links to the public-facing collections websites.. Other times, you will want to see objects in the Catalogue module so you can add them to an event or get complete information about them.

Note: Some objects, like sacred items and human remains, will not be visible to you and will require special permission to view. Other objects will be visible in EMu, but not the public-facing websites.

When you want to search Catalogue for an object, it is super important that you enter something in the Department field first. If you don't you'll get a ton of entries and you're going to have a bad time. You can use the lookup list for this:



After you've chosen a department, an SQS tab will appear. This is the tab you want to search from.



In many cases, you will have a catalog number that belongs to the object you wish to add to an event. Unfortunately for Exhibitions, different departments use different fields to store the number we call a "catalog number."

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Note: Geology specimens will usually have a two-letter code preceding the catalog number. Some of these are simple abbreviations, while others are less intuitive. Some older specimens will have the abbreviation “P” regardless of sub-department. When you search using a catalog number, enter both the abbreviation and the number.

Here is a list of the names different departments use for what we call the “catalog number.”

Department (Abbreviation)	Catalog Number Field
Anthropology	Catalog Number
Botany	Catalog Number (DwC 1.2 (1) Tab)
Geology – Economic Geology (E, M, or Li)	Specimen #
Geology – Fossil Birds (PA)	Specimen #
Geology – Fossil Fishes (PF)	Specimen #
Geology – Fossil Herps (PR)	Specimen #
Geology – Fossil Invertebrates (PE)	Specimen #
Geology – Fossil Mammals (PM)	Specimen #
Geology – Fossil Synapsids (Multiple)	Specimen #
Geology – Fossil Vertebrates (Multiple)	Specimen #
Geology – Gems (H or M)	Specimen #
Geology – Meteorites (ME)	Specimen #
Geology – Minerals (M)	Specimen #
Geology – Paleobotany (PP)	Specimen #
Geology – Rocks (Li)	Specimen #
Zoology – Amphibians and Reptiles	FMNH #
Zoology – Birds	Catalog #
Zoology – Fishes	Catalogue #
Zoology – Insects	Option 1: SQS Tab – Enter only the numbers (no spaces or leading zeroes) into the 2 nd box of the Catalog # field. (“2829223”) Option 2: DwC 1.2 (1) Tab – Enter full number in to Catalog Number field. (“FMNHINS 0002 829 223”)
Zoology – Invertebrate Zoology	Catalogue #
Zoology – Mammals	Catalog #

Note: Fossil Herps= Fossilized reptiles and amphibians Herps=Herptile

Ditto

Ditto works like copy and paste in EMu only better and with a cooler name. You can use it when you’re making a new record that contains a lot of information already in an existing record. You could always just type this out by hand, but this is a lot easier.

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Some fields are unique to every record, like inventory number and other identifying information. These fields can't be dittoed for obvious reasons.

You can choose to ditto just a few fields, one tab, or the whole record (with the exception of the unique fields of course).

To do this, open the record you want to copy. Open the Edit menu and hover over "Ditto." Click "Use Current Record for Ditto." This will copy all the non-unique info from all the tabs the module has.

Next, create a new record, or open another record which you're adding information to. Open the Edit menu again and hover over "Ditto." This time, choose whether you want to ditto a field, a tab, or the whole record. Make sure your cursor is in the field or tab that you want to ditto into – this won't matter if you're dittoing the whole record. You can think of this as the "Paste" step. If you're dittoing multiple fields or tabs, repeat this step as many times as necessary.

Note: If you are editing a record which has already been created, make sure not to ditto in fields or tabs that already have information. Ditto will write over any existing information. For example, if you are editing a catalog record that has the Description tab filled out, and you ditto an entire record over it, you will lose what was already in the Description tab.

Sort

Sort allows you to change the order of records in a list. Once you've run a search for something in EMu and created the list that you want to use, sort helps you order the list in a way that's most helpful for your task. You will probably use "Sort by Content Organization" most frequently, especially in the Exhibition Objects Module. This roughly organizes objects by their place in an exhibition.

The Sort icon is a blue "A" over a red "Z" next to an arrow pointing down. When you click on it, you will see several pre-made sorts which you can choose from. For example, you might choose "Sort by Content Organization" or "Sort by Inventory Numbers."

However, there may be times where in order to accomplish a specific task in EMu, you may also want to sort objects by inventory number, status, or some other field. If there is not already a default for this purpose, you can create your own Sort.

To do this:

1. Click the Sort icon.
2. Click the New Record icon.
3. Give your Sort a title. (You'll have to do this before you can save.)
4. Choose the field(s) you want to sort by and click Add. Unless you are only sorting by a single field, like catalogue number, this may take some experimentation to get the right fields in order for your search.

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- a. If you want to use the fields a pre-made sort is using as a reference, click on that sort and then on the Properties icon. It looks like a hand pointing at a document.
5. Hit Ok.
6. Click on the Sort you just created.
7. Hit Ok.
8. Just like with lists, you can share Sorts with other people.
 - a. Open Properties for one of the Sorts you created.
 - b. Go to the Security tab.
 - c. Click names/groups of people to share the Sort with and click Add for each.
 - d. Hit Ok.

You can also set a Sort as the default for that module. Every time you search for something within that module, the resulting list will automatically use that particular Sort. To do this, click on the Sort you want to make the default. Then, click the binoculars icon that says “Sort After Search” when you hover over it.

When you change a sort, a box will pop up asking if you want a summary of the sort items. This summary is just a compact list of the changes that have been made with how the search results have now been organized following your clicking of the sort button. It is used to check that you specified the correct sort fields and sort order. If you click on one of the records in the summary results list EMu will go to the record you clicked on.

Reports

Reports are a way to move information from a table in EMu into a format like Excel or Crystal (which is another program like Excel). This way you can print out information from EMu or view it in a different format.

To make a report, first highlight all the records you want to include in the report. You can make a report on one record just by clicking on it, but usually you will want more than one record included. You can either use Ctrl + click on each item you want to include, or Shift + click for several records that are next to each other.

Ctrl + click:

Multimedia	Invent. No.	Summary Data	Status	Section Title (Section Details)	Group (Section Details)
1	AAD-110	[AAD-110] 5 Antarctica Transforms: EX-2018.1.110 [N] - Prawn claw Carnegie V084, Carnegie, "ArtDinos", Under Consideration	Under Consideration	5 Antarctica Transforms	Cretaceous Non-di
2	AAD-029	[AAD-029] 5 Antarctica Transforms: EX-2018.1.029 [N] - Polaronis, Texas Tech, "ArtDinos", Rejected	Rejected	5 Antarctica Transforms	Cretaceous Dinos
3	AAD-030	[AAD-030] 5 Antarctica Transforms: EX-2018.1.030 [N] - Cretaceous Bird, Carnegie, "ArtDinos", Under Consideration	Under Consideration	5 Antarctica Transforms	Cretaceous Dinos
4	AAD-031	[AAD-031] 5 Antarctica Transforms: EX-2018.1.031 [N] - Hadrosaur tooth MLP 98-10-1, Museo de la Plata, "ArtDinos", Rejected	Rejected	5 Antarctica Transforms	Cretaceous Dinos
5	AAD-032	[AAD-032] 5 Antarctica Transforms: EX-2018.1.032 [N] - Hadrosaur tooth SDSM C641 (cast of MLP), South Dakota School of Mines, "ArtDinos", Rejected	Rejected	5 Antarctica Transforms	Cretaceous Dinos
6	AAD-033	[AAD-033] 5 Antarctica Transforms: EX-2018.1.033 [N] - Hypsilophodontid dinosaur, Natural History Museum, London, "ArtDinos", Rejected	Rejected	5 Antarctica Transforms	Cretaceous Dinos
7	AAD-034	[AAD-034] 5 Antarctica Transforms: EX-2018.1.034 [N] - Hadrosaur tooth MLP 98-10-1, Museo de la Plata, "ArtDinos", Dropped	Dropped	5 Antarctica Transforms	Cretaceous Dinos
8	AAD-035	[AAD-035] 5 Antarctica Transforms: EX-2018.1.035 [N] - Hadrosaur toe bone MLP 96-16-2, Museum de la Plata, "ArtDinos", Dropped	Dropped	5 Antarctica Transforms	Cretaceous Dinos
9	AAD-036	[AAD-036] 5 Antarctica Transforms: EX-2018.1.036 [N] - Antaresopelta, Museo de la Plata, "ArtDinos", Dropped	Dropped	5 Antarctica Transforms	Cretaceous Dinos
10	AAD-040	[AAD-040] 5 Antarctica Transforms: EX-2018.1.040 [N] - Titanosau caudal MLP 11-11-20-1, Museo de la Plata, "ArtDinos", Dropped	Dropped	5 Antarctica Transforms	Cretaceous Dinos
11	AAD-088	[AAD-088] 5 Antarctica Transforms: EX-2018.1.088 [N] - Dromosau foot (pellicion), Field Museum of Natural History, "ArtDinos", Under Consideration	Under Consideration	5 Antarctica Transforms	Cretaceous Dinos
12	AAD-102	[AAD-102] 5 Antarctica Transforms: EX-2018.1.102 [N] - Hadrosaur tooth (cast) MLP 98-10-1, Museo de la Plata, "ArtDinos", Under Consideration	Under Consideration	5 Antarctica Transforms	Cretaceous Dinos
13	AAD-103	[AAD-103] 5 Antarctica Transforms: EX-2018.1.103 [N] - Antaresopelta (cast) MLP 96-16-2, Museo de la Plata, "ArtDinos", Under Consideration	Under Consideration	5 Antarctica Transforms	Cretaceous Dinos
14	AAD-104	[AAD-104] 5 Antarctica Transforms: EX-2018.1.104 [N] - Titanosau caudal (cast) MLP 11-11-20-1, Museo de la Plata, "ArtDinos", Under Consideration	Under Consideration	5 Antarctica Transforms	Cretaceous Dinos
15	AAD-022	[AAD-022] 5 Antarctica Transforms: GRo: G 3494 [HS. MJ], "Glaciated Granite Boulder", Dropped	Dropped	5 Antarctica Transforms	Geology
16	AAD-023	[AAD-023] 5 Antarctica Transforms: GRo: L 3496 [HS. MJ], "Sand", Dropped	Dropped	5 Antarctica Transforms	Geology
17	AAD-037	[AAD-037] 5 Antarctica Transforms: EX-2018.1.037 [N] - Plesiosaur (Mauisaurus), South Dakota School of Mines, "ArtDinos", Rejected	Rejected	5 Antarctica Transforms	Marine Reptile
18	AAD-038	[AAD-038] 5 Antarctica Transforms: EX-2018.1.038 [N] - Plesiosaur (Mauisaurus), Texas Tech, "ArtDinos", Rejected	Rejected	5 Antarctica Transforms	Marine Reptile
19	AAD-039	[AAD-039] 5 Antarctica Transforms: EX-2018.1.039 [N] - Taniheasaurus antarcticus (Mossauur) IAA 2000-JR-FSM-1, Museo de la Plata, "ArtDinos", Dro...	Dropped	5 Antarctica Transforms	Marine Reptile

Shift + click:

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Media	Invet. No.	Summary Data	Status	Section Title (Section Details)	Group (Section De
1	AAD-110	[AAD-110] 5 Antartica Transforma. EX-2018.1.110 [N] - Prawn class Carnegie V084, Carnegie, "ArtDino". Under Consideration	Under Consideration	5 Antartica Transforma	Cetacean Non-De
2	AAD-029	[AAD-029] 5 Antartica Transforma. EX-2018.1.029 [N] - Polipoma, Texas Tech, "ArtDino". Rejected	Rejected	5 Antartica Transforma	Cetacean Dino
3	AAD-030	[AAD-030] 5 Antartica Transforma. EX-2018.1.030 [N] - Cetacean Bel, Carnegie, "ArtDino". Under Consideration	Under Consideration	5 Antartica Transforma	Cetacean Dino
4	AAD-031	[AAD-031] 5 Antartica Transforma. EX-2018.1.031 [N] - Dinosaur foot, South Dakota School of Mines, "ArtDino". Rejected	Rejected	5 Antartica Transforma	Cetacean Dino
5	AAD-032	[AAD-032] 5 Antartica Transforma. EX-2018.1.032 [N] - Hadrosaur skull, USNM 5241 found of MLP, South Dakota School of Mines, "ArtDino". Rejected	Rejected	5 Antartica Transforma	Cetacean Dino
6	AAD-033	[AAD-033] 5 Antartica Transforma. EX-2018.1.033 [N] - Hyalohyaloidid dinosaur, Natural History Museum, London, "ArtDino". Rejected	Rejected	5 Antartica Transforma	Cetacean Dino
7	AAD-034	[AAD-034] 5 Antartica Transforma. EX-2018.1.034 [N] - Hyalohyaloidid MLP 26-110-1, Museo de la Plata, "ArtDino". Dropped	Dropped	5 Antartica Transforma	Cetacean Dino
8	AAD-035	[AAD-035] 5 Antartica Transforma. EX-2018.1.035 [N] - Hadrosaur toe bone MLP 36-110-2, Museo de la Plata, "ArtDino". Dropped	Dropped	5 Antartica Transforma	Cetacean Dino
9	AAD-036	[AAD-036] 5 Antartica Transforma. EX-2018.1.036 [N] - Antartica, Museo de la Plata, "ArtDino". Dropped	Dropped	5 Antartica Transforma	Cetacean Dino
10	AAD-040	[AAD-040] 5 Antartica Transforma. EX-2018.1.040 [N] - Tarsometatarsal MLP 11-110-1, Museo de la Plata, "ArtDino". Dropped	Dropped	5 Antartica Transforma	Cetacean Dino
11	AAD-098	[AAD-098] 5 Antartica Transforma. EX-2018.1.098 [N] - Dinosaur foot Impression, Dier Museum of Natural History, "ArtDino". Under Consideration	Under Consideration	5 Antartica Transforma	Cetacean Dino
12	AAD-102	[AAD-102] 5 Antartica Transforma. EX-2018.1.102 [N] - Hadrosaur tooth bone MLP 36-110-1, Museo de la Plata, "ArtDino". Under Consideration	Under Consideration	5 Antartica Transforma	Cetacean Dino
13	AAD-103	[AAD-103] 5 Antartica Transforma. EX-2018.1.103 [N] - Antartica (tooth bone) MLP 26-110-1, Museo de la Plata, "ArtDino". Under Consideration	Under Consideration	5 Antartica Transforma	Cetacean Dino
14	AAD-104	[AAD-104] 5 Antartica Transforma. EX-2018.1.104 [N] - Tarsometatarsal (tooth bone) MLP 11-110-1, Museo de la Plata, "ArtDino". Under Consideration	Under Consideration	5 Antartica Transforma	Cetacean Dino
15	AAD-022	[AAD-022] 5 Antartica Transforma. GPO: Q 3434 [D5] - MLP, "Gigantodon Grande Boulder". Dropped	Dropped	5 Antartica Transforma	Cetacean Dino
16	AAD-023	[AAD-023] 5 Antartica Transforma. GPO: Q 3435 [D5] - MLP, "Gigantodon Grande Boulder". Dropped	Dropped	5 Antartica Transforma	Cetacean Dino
17	AAD-037	[AAD-037] 5 Antartica Transforma. EX-2018.1.037 [N] - Pterosaur (Mauisaurus), South Dakota School of Mines, "ArtDino". Rejected	Rejected	5 Antartica Transforma	Marine Reptile
18	AAD-039	[AAD-039] 5 Antartica Transforma. EX-2018.1.039 [N] - Tarsometatarsal antitropicus (Mauisaurus) IAA 2000-JR-FDM-1, Museo de la Plata, "ArtDino". Dns	Dropped	5 Antartica Transforma	Marine Reptile
19	AAD-063	[AAD-063] 5 Antartica Transforma. EX-2018.1.063 [N] - Elasmobranch pterosaur, Museo de la Plata, "ArtDino". Dropped	Dropped	5 Antartica Transforma	Marine Reptile
20	AAD-041	[AAD-041] 5 Antartica Transforma. EX-2018.1.041 [N] - Marine Reptile, Carnegie, "ArtDino". Dropped	Dropped	5 Antartica Transforma	Marine Reptile

Next, go to the Tools menu and look for “Reports...” There will be a list of pre-set reports to run, similar to the options under List. Choose the one with the fields you need to see in the report.

Click “Report all” to include everything you highlighted.

The report will display in Crystal, Excel, or any other software you chose.

Default Values

When you normally begin a new search in EMu, all of the fields are blank and you have to manually input information such as inventory number, status, and exhibition like a common plebeian. This is fine when you make an initial search, but if you go back and forth between search and list mode or work on a project with the same search criteria for a couple days, it can be a pain to have to re-enter the information again and again. That’s where default values come in. Defaults make it so that it saves your search criteria and fills it out automatically every time you hit new search. There are three things you can do in default.

Create default values:

1. First enter all the search criteria you want to be default whenever you create a new search.
2. Then locate defaults by going to edit and finding default values in the bottom half of the list.
3. From default values choose set as defaults.
4. A window will pop up with your defaults. If you need to change any of your defaults or add new ones, you can do so by choosing what you want in fields.
5. Name the default settings something useful and click ok.
6. Now when you click new search your search criteria will be set as default.

Change default values:

1. If someone has already created default values or if you want to go back to blank search criteria you can,
2. Go to edit and find default values in the bottom half of the list.
3. From default values choose change.
4. Choose the set of defaults you want from the list and click on it and then click okay.
5. Now your defaults will be set to the ones you chose when you click new search.

Loading default values:

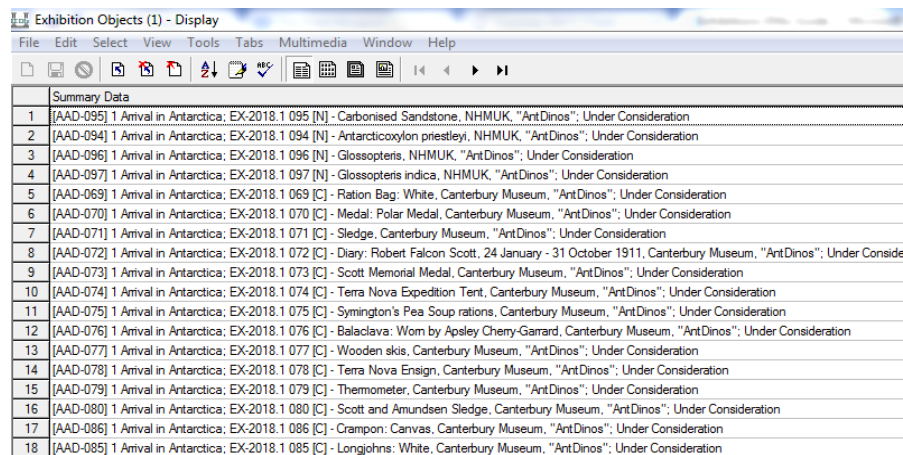
Exhibitions: EMu Guide

1. Let's say when doing a new search you decide you want to remove only a few of your search criteria and delete the rest.
2. So you remove some criteria but then decide you want to put it back. Instead of reentering the data manually you can just reload the defaults.
3. Go to edit and find default values from the bottom of the list.
4. Choose load and click it.
5. Now your search resets back to default values restoring any of the fields you removed.

Lists

Lists allow you to change the information that automatically comes up when you search for something.

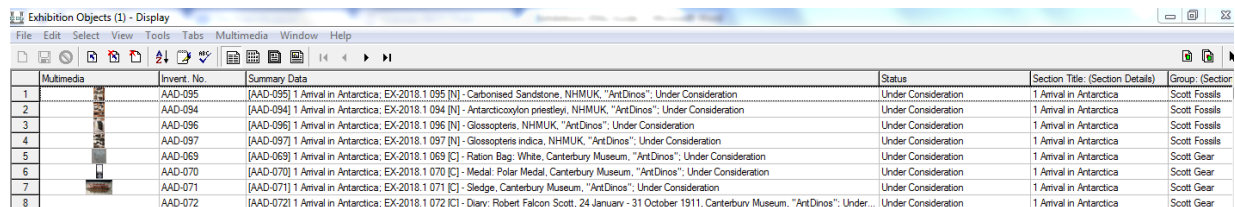
EMu displays search results in a beautiful grey list form. Generally, the default will show only a summary view of the results, which will look like this:



	Summary Data
1	[AAD-095] 1 Arrival in Antarctica; EX-2018.1 095 [N] - Carbonised Sandstone, NHMUK, "AntDinos"; Under Consideration
2	[AAD-094] 1 Arrival in Antarctica; EX-2018.1 094 [N] - Antarcticoxylon priestleyi, NHMUK, "AntDinos"; Under Consideration
3	[AAD-096] 1 Arrival in Antarctica; EX-2018.1 096 [N] - Glossopteris, NHMUK, "AntDinos"; Under Consideration
4	[AAD-097] 1 Arrival in Antarctica; EX-2018.1 097 [N] - Glossopteris indica, NHMUK, "AntDinos"; Under Consideration
5	[AAD-069] 1 Arrival in Antarctica; EX-2018.1 069 [C] - Ration Bag: White, Canterbury Museum, "AntDinos"; Under Consideration
6	[AAD-070] 1 Arrival in Antarctica; EX-2018.1 070 [C] - Medal: Polar Medal, Canterbury Museum, "AntDinos"; Under Consideration
7	[AAD-071] 1 Arrival in Antarctica; EX-2018.1 071 [C] - Sledge, Canterbury Museum, "AntDinos"; Under Consideration
8	[AAD-072] 1 Arrival in Antarctica; EX-2018.1 072 [C] - Diary: Robert Falcon Scott, 24 January - 31 October 1911, Canterbury Museum, "AntDinos"; Under Consideration
9	[AAD-073] 1 Arrival in Antarctica; EX-2018.1 073 [C] - Scott Memorial Medal, Canterbury Museum, "AntDinos"; Under Consideration
10	[AAD-074] 1 Arrival in Antarctica; EX-2018.1 074 [C] - Terra Nova Expedition Tent, Canterbury Museum, "AntDinos"; Under Consideration
11	[AAD-075] 1 Arrival in Antarctica; EX-2018.1 075 [C] - Symington's Pea Soup rations, Canterbury Museum, "AntDinos"; Under Consideration
12	[AAD-076] 1 Arrival in Antarctica; EX-2018.1 076 [C] - Balacava: Worn by Apsley Cherry-Garrard, Canterbury Museum, "AntDinos"; Under Consideration
13	[AAD-077] 1 Arrival in Antarctica; EX-2018.1 077 [C] - Wooden skis, Canterbury Museum, "AntDinos"; Under Consideration
14	[AAD-078] 1 Arrival in Antarctica; EX-2018.1 078 [C] - Terra Nova Ensign, Canterbury Museum, "AntDinos"; Under Consideration
15	[AAD-079] 1 Arrival in Antarctica; EX-2018.1 079 [C] - Thermometer, Canterbury Museum, "AntDinos"; Under Consideration
16	[AAD-080] 1 Arrival in Antarctica; EX-2018.1 080 [C] - Scott and Amundsen Sledge, Canterbury Museum, "AntDinos"; Under Consideration
17	[AAD-086] 1 Arrival in Antarctica; EX-2018.1 086 [C] - Crampon: Canvas, Canterbury Museum, "AntDinos"; Under Consideration
18	[AAD-085] 1 Arrival in Antarctica; EX-2018.1 085 [C] - Longjohns: White, Canterbury Museum, "AntDinos"; Under Consideration

Since this is pretty useless for developers (you), you can change what shows up in this list when you have a new search.

1. Open the View menu.
2. Hover over List Settings.
3. Click "Choose List."
4. Select "Developer Overview."
5. It will look like this:



	Multimedia	Invent. No.	Summary Data	Status	Section Title (Section Details)	Group (Section
1		AAD-095	[AAD-095] 1 Arrival in Antarctica; EX-2018.1 095 [N] - Carbonised Sandstone, NHMUK, "AntDinos"; Under Consideration	Under Consideration	1 Arrival in Antarctica	Scott Fossils
2		AAD-094	[AAD-094] 1 Arrival in Antarctica; EX-2018.1 094 [N] - Antarcticoxylon priestleyi, NHMUK, "AntDinos"; Under Consideration	Under Consideration	1 Arrival in Antarctica	Scott Fossils
3		AAD-096	[AAD-096] 1 Arrival in Antarctica; EX-2018.1 096 [N] - Glossopteris, NHMUK, "AntDinos"; Under Consideration	Under Consideration	1 Arrival in Antarctica	Scott Fossils
4		AAD-097	[AAD-097] 1 Arrival in Antarctica; EX-2018.1 097 [N] - Glossopteris indica, NHMUK, "AntDinos"; Under Consideration	Under Consideration	1 Arrival in Antarctica	Scott Fossils
5		AAD-069	[AAD-069] 1 Arrival in Antarctica; EX-2018.1 069 [C] - Ration Bag: White, Canterbury Museum, "AntDinos"; Under Consideration	Under Consideration	1 Arrival in Antarctica	Scott Gear
6		AAD-070	[AAD-070] 1 Arrival in Antarctica; EX-2018.1 070 [C] - Medal: Polar Medal, Canterbury Museum, "AntDinos"; Under Consideration	Under Consideration	1 Arrival in Antarctica	Scott Gear
7		AAD-071	[AAD-071] 1 Arrival in Antarctica; EX-2018.1 071 [C] - Sledge, Canterbury Museum, "AntDinos"; Under Consideration	Under Consideration	1 Arrival in Antarctica	Scott Gear
8		AAD-072	[AAD-072] 1 Arrival in Antarctica; EX-2018.1 072 [C] - Diary: Robert Falcon Scott, 24 January - 31 October 1911, Canterbury Museum, "AntDinos"; Under...	Under Consideration	1 Arrival in Antarctica	Scott Gear

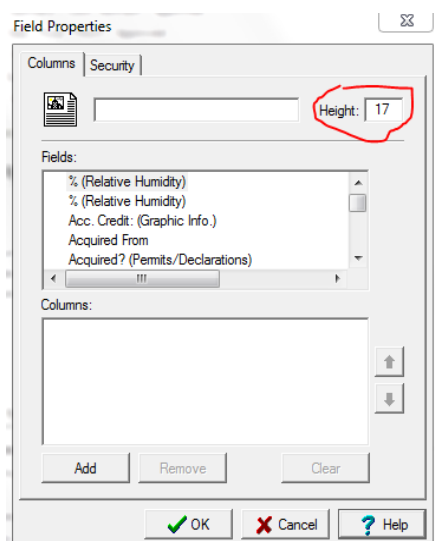
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Now that's much better isn't it? After you have chosen a list, it will remain the default for that module until you choose a different list.

Most of the time, Developer Overview is the best list for developers for obvious reasons. However, if you need to see different information about your search results, you can also create your own list.

Create Own List:

1. Open the View menu.
2. Hover over List Settings.
3. Click "Choose List."
4. Click "New."
5. Give your list a title.
6. Click on the field you want, then click "Add." Do this for every field you want to see in your list. In list view, they will show up in the order you selected them, left to right.
 - a. You can use Developer's Overview as a reference for which fields provide the information you need. Sometimes the names can be confusing. Be sure to change the height to 90 if you choose Multimedia as one of the fields.



7. After you've made your list, you can edit the fields in your list by clicking "Change List Settings" instead of "Choose List" in the View menu.
8. To save, go back to list view.
 - a. View menu
 - b. List Settings
 - c. Save List Settings
9. You can also share your list with others.
 - a. Go to "Change List Settings."
 - b. Go to the Security Tab.
 - c. Add the names of everyone you want to share the list with.

- d. Save List Settings again.

Groups

A group is what it sounds like, a bunch of records that have been grouped together into a group. Groups are useful because you can group together a bunch of unrelated objects together in one group and access them anytime you want.

Loading a Group:

1. Go to tools and click on group.
2. From the drop menu click on retrieve group. You can only see groups that have been shared with you.
3. Find the group you want on the list and click on it so that it is highlighted.
4. There are two options now: load and retrieve. Load may or may not be available to you depending on if the person creating the group saved their search criteria.
5. Load brings you to the search criteria for the group.
6. Retrieve brings you to the group in group mode.

Adding an item to an already created group:

1. Enter your search criteria and locate item you want to add.
2. Click on the item so it is either highlighted or takes you to details. If you want to add multiple items hold down ctrl and click on the desired items.
3. Go to tools->groups->current record. If adding multiple items instead hit selected records.
4. Choose the group to add the item to from the list. Note you can only add an item to a group that does not have saved search criteria.
5. Click add and then exit.

Creating a group:

1. Enter search criteria and find in the list the item or items you want to be part of a group. If you want more than one item in the group hold down ctrl and click on the items you want so they are highlighted.
2. If you have one item in the group hit current record. If you have multiple items highlighted hit selected records. If you want all items in the list hit all records in results. If you want to save the search criteria for the group hit save search criteria.
3. Once you've hit your button choose new group.
4. Now you can name your group, type out a description, put a purpose for the group, and add the status of the group.
5. If you change tabs at the top to security you can choose who has access to your group by finding their name or department and clicking add.
6. Click ok.

Chapter 3: Exhibition Tasks

Starting a New Project

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This section will tell you how to create a record for a new exhibition project. This should be done by the project manager, and it is the first step in starting an exhibition project. The event record must be created before anyone can work on an object list.

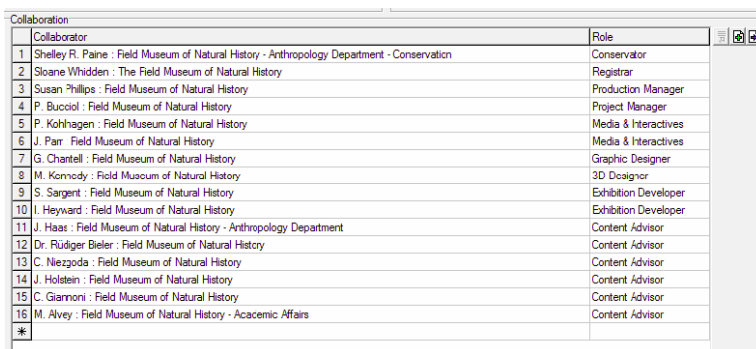
1. Before you create a record for a new exhibition, you will want to think about what its event number will be. This number comes in the format “EX-YEAR.NUMBER.” The middle part of the number will be the year the exhibition is expected to open but not necessarily the year that you are in. The last part will be the first available number for that year. For example, Antarctic Dinosaurs is the first exhibition planned for 2018, so its event number is EX-2018.1. Romans, on the other hand, is the second exhibition for 2017, so its number is EX-2017.2.
2. Open the Events module in EMu.
3. Create a new “Master Event Exhibit” record and stay on the Event 1 tab.
 - a. **Event Number:** This is the number you picked in step 1.
 - b. **Event Type:** Choose one of the options from the drop-down menu. For example, “Exhibit – Temporary,” “Exhibit – Traveling,” or “Exhibit – Permanent.”
 - c. **Event Locality:** Select one of the options. This will either be “Internal” or “External.” Most events will be Internal.
 - d. **Exhibit Title:** Enter the full name of the exhibit. If an official name hasn’t been decided on, you can enter “TBD” and update it later.
 - e. **Shortname:** This is an extremely important step and must be done at the beginning of a new project. The shortname is a unique, single-word description of the exhibition. It will be the main keyword everyone uses to search for the exhibition, so it needs to be memorable and intuitive and if possible sound good as well. Note: after a shortname is chosen and objects are added to the event under that shortname, the shortname should not be changed. If changed shenanigans arise. So don’t do it.
 - f. **Description:** In the Description field, describe what the exhibit is about and what its purpose is. This can also be TBD or draft text at first and updated closer to opening, but some text does need to be entered. Here is an example of the completed text:

Description:	Not only the birthplace of the Juicy Fruit chewing gum and the Ferris Wheel, the World’s Fair also marked the triumphant debut of our very own Field Museum. Now, 120 years later, the Museum is opening its hidden collections to display incredible artifacts and specimens that will bring to life one of the most spectacular events in the Windy City’s history in Opening the Vaults: Wonders of the 1893 World’s Fair. Get a look at objects that have rarely—or never—been on display since they amazed fairgoers over a hundred years ago, including a meteorite so feared it was kept chained in a dungeon. Explore how the fair brought visitors closer than ever to unique wonders like exotic animals, international cultures, and strange new products from all over the world. And see how Field Museum scientists continue to conduct groundbreaking research on the ever-growing collection using new technology. Discover how the fair lives on even today, only at The Field Museum.
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- g. **Sub Events:** Here, you can attach all other events related to the exhibition, such as loans or transactions.
4. Switch to the Event 2 tab.

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- a. **Organisers:** The first row of this box will be the home institution. In this case, it will be “Field Museum of Natural History.”
 - i. Note: Since KE is an Australian company they use the ugly British spelling for words like Organisers. For consistency in EMu do the same.
5. The second row of the Organisers field is slightly more complicated, but it can be filled in at a later time if need be. Here, you will need to create and attach a party record. Put the cursor in the second row and click the green plus icon.
 - a. If a Collaboration record for this exhibition has already been made in the Parties module, you can use that. If not, create a new record.
 - b. **Party Type:** Change this to “Collaboration.”
 - c. Switch to the Collaboration tab.
 - d. **Collaboration Name:** Put this in the format: “[EX-YEAR.#] Name of the Exhibit”. For example: [EX-2018.1] Antarctic Dinosaurs
 - e. **Collaborator:** Using the green plus icon to the right, attach each person involved in the exhibition.
 - f. **Role:** Using the Lookup list (the icon with the red arrow), fill in what each person’s job is. If the role you are looking for isn’t there, you can type it in yourself. Just make sure it is spelled correctly and not already in the list. It will look like this when you finish:



Collaborator	Role
1 Shelley R. Paine : Field Museum of Natural History - Anthropology Department - Conservation	Conservator
2 Sloane Whidden : The Field Museum of Natural History	Registrar
3 Susan Phillips : Field Museum of Natural History	Production Manager
4 P. Bucciol : Field Museum of Natural History	Project Manager
5 P. Kohlhagen : Field Museum of Natural History	Media & Interactives
6 J. Parr : Field Museum of Natural History	Media & Interactives
7 G. Chantrell : Field Museum of Natural History	Graphic Designer
8 M. Kennedy : Field Museum of Natural History	3D Designer
9 S. Sargent : Field Museum of Natural History	Exhibition Developer
10 I. Heyward : Field Museum of Natural History	Exhibition Developer
11 J. Haas : Field Museum of Natural History - Anthropology Department	Content Advisor
12 Dr. Rüdiger Bieler : Field Museum of Natural History	Content Advisor
13 C. Niezgoda : Field Museum of Natural History	Content Advisor
14 J. Holstein : Field Museum of Natural History	Content Advisor
15 C. Giarnoni : Field Museum of Natural History	Content Advisor
16 M. Alvey : Field Museum of Natural History - Academic Affairs	Content Advisor
*	

- g. Save the Party record. This will take you to the List view.
 - h. Highlight the record you just created. Use the green plus sign in the top right to attach the record to the Event.
6. Once you are back to the exhibition record in the Events module, switch to the Dates tab.
 - a. In the Commencement Date field, enter the start date of the project. This is required to save the record. You can enter a month or year if you’re not sure of the exact start date but go back and put the actual date in once known.
 - b. In the Completion Date field, enter the project’s end date. This is not required to save the record.

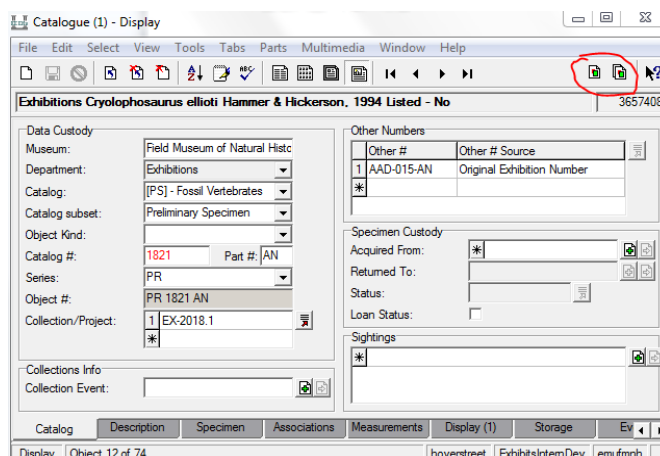
Connecting Catalogue Objects to Events

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Records for Field Museum objects and specimens are stored in the Catalogue module. Exhibitions, as you have already learned, are stored in the Events module. A third module, Exhibition Objects, stores objects that have been attached to events. This module is where you will create an object list.

To do that, you first need to attach objects to events. Note: There is a different process if the object or specimen is a loan, prop/replication, or hasn't been entered in EMu yet. This section is just for Field Museum objects.

1. Open the Events Module.
2. Search for the relevant event and select from the search results.
3. Navigate to the Objects tab.
4. Keep the Events Module open, but open a Catalogue Module.
5. Search for and select the first object you want to connect to the event.
6. Use the Drag Current Record icon in the top right corner to drag and drop the object into the Object tab of the Events Module.



7. Save the event record and repeat for the next object.
8. After you complete this section, you will probably want to move immediately to the next section, Filling in Exhibition Object Records. Otherwise, it can be a little tricky to find the objects you just attached.

Filling in Exhibition Objects Records

This step will come after the section above, "Connecting Catalog Objects to Events." That section creates a new record in Exhibition Objects, which then needs to be edited so that it shows up in searches and is useful to you, the developer/awesome person.

1. Open the Exhibition Objects module and search for an object you added to the event.
 - a. Search for all the objects in an event.
 - b. Sort by Inventory Number and scroll down to the bottom. (If you haven't learned how to sort yet, check Chapter 2.)

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- c. The object you just added to the event may appear to be a blank line, because the inventory number and other fields that show up in this list haven't been filled in yet.
 - d. Click on the blank-looking record and check to make sure it's the one you attached to the event.
 2. If the object is in a single piece, enter the next available inventory number in the Inventory Number field. This is one of the main ways you will identify the object from now on, so this step is essential.
 - a. The inventory number takes the format ABC-###.
 - i. The three-letter code at the beginning is unique to each exhibit. Make sure there are always three numbers, even if the first two are zeroes, and make sure there are dashes between the letter code and the three-digit number. This will ensure that the record sorts correctly in the List view.
 - b. For example, if previous object's inventory number is AAD-139, the object you are editing will be AAD-140.
 - c. For objects in multiple parts refer to the next section.
 3. Next, enter all available information about the object. You don't need to know everything about it at this time, but make sure you can find it later and tell what exactly it is.
 - a. You will want to make sure to enter the object's status (Wanted, Dropped, etc.), its Exhibition Object Name, and the section and group if you know them.
 - b. Other information, like taxon, place, time, and material, is less essential initially, but useful if you know it.
 - c. Some of the information about the object will be entered in other tabs, like Rights or Development.
 - d. For the Exhibition Object Name field, you can copy directly from the Object Name field to the left. You can edit this name later, but the initial Object Name is good enough for now. If the object is a loan, you may also want to add the Lender catalog number, as this is not currently showing up automatically (see image below).

The screenshot shows a database form for an object. At the top, the title bar reads: "[AAD-147] 2 Origins of Antarctica; EX-2018.1 147 [N] - Antarctic Procolophon cast partial sk". The form has several sections:

- Header:** Invent. No. (AAD-147), Cat. # (EX-2018.1 14), Event/Exhibition ([EX-2018.1] AntDinos), Status (Under Consideration), and Original Cat. # (15799).
- Details:**
 - Object: AMNH, "AntDinos" [3727543]
 - Catalog: Natural History
 - Obj. Name: Antarctic Procolophon cast partial skeleton
 - Com. Name: (empty)
 - Obj. Taxon: (empty)
 - Ethnic Group: (empty)
 - Provenance: (empty)
 - Period: (empty)
 - Materials: (empty)
 - Cur. Location: (empty)
- Classification:**
 - Catalog Subset: Incoming Loan
 - Object Kind: Scientific Model
 - Ex. Obj. Name: Procolophon AMNH 68 9506 (circled in red)
 - Common Name: (empty)
 - Taxon: Procolophon trigoniceps
 - Cultural Group: NA
 - Place: Shackleton Glacier, Transantarctic
 - Time: Triassic
 - Material: (empty)
 - Case: (empty)
- Final:** A column of dropdown menus for finalizing various fields.

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4. If the object is in multiple pieces, or if you later discover the object is in several pieces, go to the next section on Objects in Multiple Parts. If the object is in a single piece, go to the Development tab.
 - a. In the bottom right-hand corner, there will be a box called “Keywords.”
 - b. For objects in a single piece, make sure that the keywords “Main”, “Part”, and “Layout” are present. Add any of these that aren’t there by default.
5. Save the record.
6. If you need to add an image of the object, you now have the inventory number to do so. You can add images using the steps in the Adding Images section. For loaned objects, you can also go back to the catalog record and replace the placeholder with the 3-digit part of the inventory number.

Loan/Exhibitions Objects Entry

This section talks about how to create a record in the Catalogue module for an object from another museum. This is one of the only times you will need to create a catalog record. If the object is from the Field Museum, but going on loan somewhere else, you don’t need to do anything with this section. Additionally this section will also explain how to create an entry for an Exhibition object (touchable/prop/replication etc).

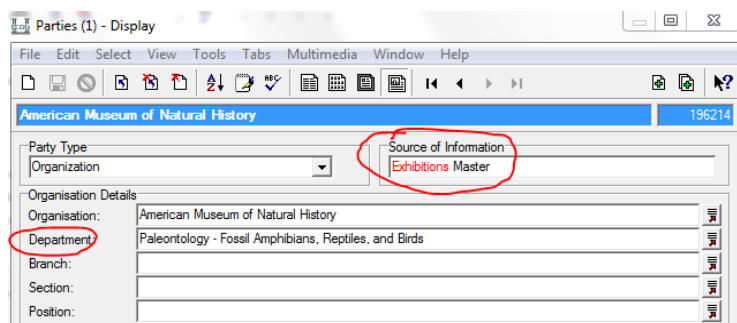
After you complete this section, you will probably want to move onto “Connecting Catalogue Objects to Events” and “Filling in Exhibition Object Records.”

1. Check that the relevant Event record has already been created.
2. Open the Catalogue Module.
3. Click on New Record.
4. Stay on the Catalog tab. You will be here for a while, but don’t worry. The writers of this guide have complete confidence in your ability to enter text into boxes.
 - a. **Museum:** Change the Museum field to the name of the lender/institution. The default will be “Field Museum of Natural History.”
 - i. Since the official name of the lending museum will go in a different field, you can just put an abbreviated version here. For example, “American Museum of Natural History” can just be “AMNH” in the Museum field.
 - ii. If the loan is from a first-time lending individual, you can write “[Lender’s Name] Private Collection.”
 - iii. If the object is an exhibition object just leave it as The Field Museum.
 - b. **Department:** Select “Exhibitions” from the drop-down menu. If this box does not appear don’t sweat! It just means you don’t have the authority to create an object in any other catalog besides “Exhibitions.”

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- c. **Catalog:** Choose one of the options from the drop-down list. For incoming loans and exhibition objects, this will be a very general category.
 - i. Example: A dinosaur fossil would fall under “Natural History.” A human-made object would fall under “Cultural.”
- d. **Catalog Subset:** Choose “Incoming Loan” or “Exhibition Object” from the drop-down list.
- e. **Object Kind:** Choose from the drop-down list. For casts, choose “Scientific Model.”
- f. **Catalog #:** Use the seven-digit IRN in the top right corner as a placeholder. You will replace this later.
- g. **Part #:** If the object is in a single piece, leave this blank. However, if it has multiple parts, enter a letter alphabetically.
 - i. Part 1 will be “A”, part 2 will be “B,” part 27 will be “AA,” and so on.
- h. **Series:** Choose from the drop-down list. For the purposes of the Exhibition department, this will generally be the Exhibition Number, such as EX-2018.1.
- i. **Collection/Project:** Use the Lookup arrow to the right of the field. Choose the relevant collection, project, or exhibition. This may be the same as the Series.
- j. **Other # Source:** If you have it, put “Lender catalog number” here and add the catalog number to the “Other #” field. For exhibitions objects leave it blank for now.
 - i. Do not put the Inventory Number (ABC-###) until you have made the Exhibition Objects record. Someone else may be adding records at the same time as you, and the wrong numbers could be assigned to the records accidentally. Which could cause EMu to explode and/or create mass confusion around the Exhibitions Department.
- k. **Acquired From:** Skip this step for exhibition objects. Using the green plus sign icon, attach the Party record of the lending museum. If the AMNH is the lender, you’ll attach the AMNH party record. (If you’re short on time and just need to create the loan record, you can come back to this step later.)
 - i. There may be several Party records for one museum. Use the Exhibitions Master record, and make sure the Department field is correct for the loaned object. A bird fossil, for example, would belong in the department “Vertebrate Paleontology” or something similar.
 - ii. Use the green plus icon at the top-right of the window to attach the Party record to the Catalogue record.
 - iii. If there is no Exhibitions Master record, go to “Creating Exhibitions Master Party Records,” which is somewhere down below.

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5. Switch to the Description tab.
 - a. **Object Name:** Enter a description of the object. This can just be your best guess of what the object should be called and what will be useful to people looking at the list in the future.
 - i. Example: “Cryolophosaurus Femur”
 - ii. If there are multiple parts, label each entry with descriptive name. (“Cryolophosaurus Femur”, not “Femur” – we have a lot of femur bones in our collection)
 - b. **Materials:** Enter all the different materials that make up the object on separate rows. Try to use the options already in the list, rather than making your own. If you do need to add something, make sure you’re adding a material and not something that belongs in the description field. When in doubt, it’s better to leave this blank than enter incorrect information.
 - i. Example of a single material per row: “Gold” on Row 1 and “Silver” on Row 2. (Not “Gold and silver” on Row 1.)
 - ii. This is just to make sure the lookup list is usable and doesn’t contain duplicates or things that don’t belong in the list.
6. If you are adding an image, switch to Multimedia tab. It’s more important to add an image to the Exhibition Objects record than to the Catalogue record, but it can be useful to have an image on both. Just make sure to attach the same Multimedia record to both the Catalogue and Exhibition Objects records rather than creating a new Multimedia record for each. This is to avoid duplication within EMu.
 - a. Click on the green cross icon to the right of the large white box.
 - b. Add multimedia file from the Multimedia Module.
 - c. See the “Adding Images” section on page 31.
7. Save the Record. It would be a shame to lose it after all this.
8. Move on to the section on Connecting Catalogue Objects to Events. If you don’t attach the new record to an event, you will be able to search for it under Series. However, it’s easier to find when it’s attached to an Event.

Creating a Preliminary Specimen

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This section will show you how to create an entry in the catalogue if it does not already exist. After you do this turn to the steps above to connect your newly created object to events and in turn create the record in Exhibition Objects.

1. Open the catalogue tab in EMu
2. In the top left-hand corner under file select the new record option (the one that is represented by a blank page (so bizarre right?)).
3. This page will open a new catalog tab that you can edit to fit the item you wish to enter. There are several categories you should fill out in order to enter an object properly.
 - a. **Museum:** Take your stinking paws off this category you damn dirty developer. It's set to The Field Museum by default.
 - b. **Catalog:** Choose the appropriate option from the drop-down list for the object that the item belongs to. E.G. if it's a fossil of a dinosaur leg, you would choose [PS] Fossil Vertebrates. Amazing!
 - c. **Catalog Subset:** Choose the appropriate option from the list. If we continue the example of a dinosaur leg fossil, we would select preliminary specimen.
 - d. **Object Kind:** Choose the right option for your item from the provided list.
 - e. **Catalog #:** Type in the appropriate catalog number for the object. If you don't have a catalog number for the item you are entering, enter the EMu internal tracking number into the catalog number blank.
 - i. If the object you are entering has more than one part, enter a letter alphabetically into the part #. The first bone of the dinosaur is part A while the 27th bone would be AA. Leave the part # blank if there is only one piece.
 - f. **Series:** Choose the right option from the provided list. For our dinosaur bone you would choose PR. Usually however you would choose the Exhibit number. For Antarctic Dinosaurs for example it would be EX-2018.1
 - g. **Collection/Project:** Click the lookup selection box to the right of the entry box (the red arrow pointing to a list). Find the right collection for this object and click on it. Usually it will be the Exhibit Number.
 - h. **Other #:** On the right side of the page enter the exhibition inventory number for the object in this box. In general you will enter the Original Exhibition Number in this section. Ex) AAD-015-C
 - i. **Other # Source:** Describe what you entered as Original Exhibition Number.
4. Now exit the catalog tab and move to the description tab at the bottom of the page.
 - a. Here is where you want to put the name of the object. E.G. Cryolophosaurus Femur. It's better to be descriptive here and include as much info as possible.
5. Multimedia:
 - a. If you have a multimedia for an item you are entering go to the multimedia tab, it's complicated we know. In order to put a multimedia to the record you are creating, a file must have already been created in the multimedia module

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of EMu. Click the white page with a green cross. This will open a multimedia search window. Search for the media you want and once you have found it, click the green cross on the white page in the top right hand corner.

- i. It's more important to put media in the Exhibition Objects module so if you skip this step it's fine, we won't tell.

6. Remember to save your record or else you will be sad.

Objects in Multiple Parts

You reading this right now cannot fathom how much trouble this little section gave us in the summer of 2017. Hardest. Section. Ever.

Every object or specimen in multiple pieces will have a Main record (for the whole object) and two or more Parts records (for each piece). The Layout record is used to tell designers whether main or parts is needed to be used for measurements and things like that.

Depending on the situation, the Layout record will either be the Main or all of the Parts. Below is an explanation of each situation to help you figure out where to put the "Layout" keyword.

Situation 1: There are multiple objects in a single container.

Examples of this situation would include multiple fish specimens in the same jar, or a drawer of cataloged insects.

1. Start with the Main record. In this case, it will be the container, like the drawer or the jar.
2. Attach the catalog record for the container to the event.
3. Give this Exhibition Objects record the next available inventory number as normal. For example, SPE-212 (not SPE-212-A).
4. This record will have the keywords "Main" and "Layout" on the Development tab. It is the Main record, and it is the thing that will be measured and receive a label.
5. Next, attach all the objects or specimens in the container to the event. These will all receive the same inventory number as the Main record, but with letters. (SPE-212-A, SPE-212-B, and so on.)
6. The keyword for each of these sections should say "Parts."

Situation 2: There is a specimen in multiple parts, but it only has one catalog record. You want to use the entire specimen.

This situation is fairly common and has several examples:

- Cryolophosaurus has one catalog record, but many individual bones.
- A clam is one specimen, but has a two-part shell.

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- Many Zoology departments catalog a specimen's skin, DNA, and skeleton together. Exhibitions might only want the skin and skeleton, but not the DNA. (If you only want to use a single part of the specimen, like the skin, see Situation 7.)
 - A bison is one specimen, but two of its ribs might be on display in different shows.
1. Attach the catalog record to the event. In Exhibition Objects, this will be the Main record and will represent the specimen as a whole.
 2. Add the next available inventory number as normal. (AAD-115)
 3. Make sure the keyword section says "Main."
 4. For the parts records, you will need to create a Preliminary Specimen record for each piece, part, or bone.
 5. Give each bone the same inventory number as the Main record, but with a separate letter. (AAD-115-A, AAD-115-B, etc.)
 6. Make sure the keyword section says "Parts" and "Layout."

Situation 3: There is a specimen in multiple parts, and each part has a catalog record. You want to use the entire specimen.

This is the reverse of Situation 2. In this case, you still want to use the whole specimen, but there are catalog records for all of the parts instead of for the main.

Note: In some cases, like *Glacialisaurus* (AAD-066, AAD-067, and AAD-129), specimens in this situation will be entered as separate parts with different inventory numbers. If this happens, give one part the keywords "Main," "Part," and "Layout." Give the other pieces only "Part" and "Layout." This is a temporary fix until Exhibition Objects gets an Associations tab.

1. The Main record will represent the whole specimen. Since there are multiple catalog records for the same specimen, you'll have to create the Main as a preliminary specimen.
2. Give this record a normal inventory number (AAD-066).
3. Make sure the keyword in the development tab says "Main"
4. Attach the catalog records to the event. These will become the Part records. If there is not a catalog record for every part, create the missing ones as preliminary specimens.
5. Give these the same inventory number, but with a unique letter for each (AAD-066-A, AAD-006-B).
6. Make sure the keywords say "Parts" and "Layout"

Situation 4: The object is in pieces, but displayed as one object.

For example, a teapot and its lid are technically two separate pieces but will be displayed as one piece in the exhibit and will be measured as one thing.

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1. In this situation, the Main record will be the whole object. Anthropology has a type of record called a “Parent”, which is essentially the same as our Main. This is what you’ll attach to the event first.
2. Give this record the next available inventory number (ABC-001).
3. Make sure the “Main” and “Layout” keywords are on the Development tab. In this case, the Main record gets the layout keyword, because the label will be for the object as a whole.
4. Because of Anthropology’s unique catalog system, you won’t need to create any preliminary specimen records for the parts. Instead, there should be “Child” records for the teapot and the lid. Attach both of these to the event.
5. Give the child records (now part records) the same inventory number as the Main record and a unique letter (ABC-001-A, ABC-001-B, etc.)
6. Make sure the keyword “Parts” is in the record.

Situation 5: Two or more objects are paired or otherwise closely related.

An example of this situation would be a pair of shoes. The shoes while closely related will be laid out apart from each other, or independently. That means designers have to measure both shoes individually.

1. In this case, the Main record is the object as a whole. If the object is an Anthropology record, there will be a “Parent” record, which is essentially the same as our Main. Attach this record to the event.
2. Give this record the next available inventory number (ABC-001).
3. Make sure the keyword “Main” is on the Development tab.
4. For the Parts records, attach the “Child” records from the Anthropology catalog to the event. Using the shoe example, these will be the right and left moccasins.
5. Give these the same inventory number as the Main record, but with a unique letter (ABC-001-A and ABC-001-B).
6. Make sure the keywords “Part” and “Layout” are present. This is different than the teapot-and-lid example (above) because each shoe will be mounted separately.

Situation 6: There is an object and a historic label.

An example of this situation would be when we want to display an object with its historic label.

If the object is in multiple parts and has a historic label, follow the steps in Situation 2. Just make the label another one of the parts. If the object is in one piece and has a historic label, follow these steps:

1. The Main record will represent both the object and the label. Attach the catalog record for the object to the event.
2. Give this an ordinary inventory number (AAD-002).
3. Make sure the keyword “Main” is in the Development tab.

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4. Make preliminary specimen records for the object and the label. Currently, we can't ditto catalog records, so you'll have to manually copy the information for the object record.
5. Give these the same inventory number, but with a unique letter for each (AAD-002-A, AAD-002-B).
6. Make sure the keywords "Layout" and "Parts" are with each.

Situation 7: There is a specimen in multiple parts, but it only has one catalog record. You want to use a single part of the specimen.

For example, Mammals has a single catalog record for a shrew specimen, but you only want to use the skin in exhibition.

Fortunately, this isn't really a main and parts situation.

1. Attach the catalog record to the event.
2. Give a normal inventory number (ABC-001).
3. In the description, specify what part you want to use (skin, skull, etc.).
4. Make sure it has the keywords "Layout," "Main," and "Part."
5. As long as you specify which part you want to use, there's no reason to create parts records!

Situation 8: There is a single object/specimen in multiple parts, but there are no catalog records at all.

In this case, follow the steps in Situation 2. The only difference will be that you have to create the Main record as a preliminary specimen too.

Situation 9: There are multiple catalog records, but only one part is being used in the show.

Treat this as if the part was a whole object.

Situation 10: You discover later that an object has multiple parts.

Use the situations above to determine which is closest to the object in question.

Creating Exhibitions Master Party Records

Warning: "Master Party Record" sounds so much cooler than it actually is.

You'll use this section when creating a record for a loaned object. Most of the time, there will already be a party record for the museum and department we're borrowing the object from, and you won't need this section. Sometimes, however, if it's a smaller museum or department, you will need to create a new party record.

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1. There are two ways you can create a new Exhibitions Master Party record. (“Exhibitions Master” just means that it’s our record, and not one created by a different department.)
 - a. First way: Open the Parties module and click the “New Record” icon.
 - b. Second way: If you are already in the process of creating a Catalogue record for a loaned object, look for the “Acquired From” field on the Catalog tab.
 - i. Use the green plus icon to open the Parties module and click “New Record.”
 - c. In both cases, check first to make sure there is not already an Exhibitions Master record for the museum + department. That way we avoid creating duplicates. (You may notice that there are already lots of records in the Party module, often for the same museum.)
2. Change “Party Type” to Organization if you are creating a Party record for a whole museum or a department of a museum. If you are creating a record for a specific person at a museum, you can leave the type as “Person.”
3. Stay on the Organization tab.
 - a. **Organization:** Enter the full name of the museum or institution here. Base the official name on what they use on their website. Examples:
 - i. Natural History Museum, London
 - ii. Universidad Nacional de la Plata – Museo de la Plata
 - iii. American Museum of Natural History
 - b. **Department:** Enter the name of the department where the loaned object is from. Examples:
 - i. Vertebrate Paleontology
 - ii. Invertebrates
 - c. **Acronym:** If the museum has an acronym, enter it here. Examples:
 - i. CMNH (for the Cleveland Museum of Natural History)
 - ii. BMNH (for the Natural History Museum, London)
 - iii. UWBM (for the Burke Museum at the University of Washington)
4. Switch to the Address tab.
 - a. Enter all useful information: Street address, phone number, website, email, etc. Be sure to enter the address on the Postal Address side. You can enter it on the Physical Address side as well (and do enter both if they are different), but it will be most helpful when searching if it’s under Postal Address.
 - b. Look for this information on the organization’s website. For the website link you enter into EMu, copy and paste the link to the department website.
 - i. For example, the URL for the AMNH’s Paleontology department is <http://www.amnh.org/our-research/paleontology>, not <http://www.amnh.org>.
5. Save the Party record or else. Or else what? Exactly.

6. If you started in the “Acquired From” field of a Catalogue record, select the record you just created from the list. Use the green plus icon to attach the Party record to the Catalogue record.
 - a. Save the Catalogue record. Return to the “Loan Object Entry” section.

Adding Images

This section is primarily about adding images from the Multimedia module to objects in the Exhibition Objects module. You can also add images to Catalogue records, but usually you’ll be working in Exhibition Objects.

1. Starting
 - a. Open the Multimedia Module.
 - b. Create a New Record.
 - c. Stay on the Multimedia Tab.
2. File Name of the Image
 - a. Inventory Number_description_optional_EX
 - b. Example: AAD-013_snap_EX
 - c. Example 2: AAD-154_loan_EX
 - d. These are saved in specific folders on FILER01.
3. Adding Image
 - a. Drag and drop media from FILER01 (or other location) into blank square on left side of the Multimedia Module
4. Title
 - a. Inventory Number + short optional name
 - i. Example 1: AAD-013
 - ii. Example 2: SPE-123 Jar.
5. Description
 - a. Do your best to describe what the object is, including as much information as you think will be helpful. For a fossil, you might include the scientific name and the body part.
6. Creator
 - a. Option 1: You or someone else at the Field Museum
 - i. Type the last name and use the Linking Field (green plus sign) to find the right person
 - ii. Enter their role – for example, “Photographer”
 - b. Option 2: Someone outside the Field Museum
 - i. Enter the name and use the Linking Field (green plus sign) to find the correct person or organization
 - ii. Enter their role – for example, “Lender”

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7. Other # Source

- a. Option 1: From the Field Museum
 - i. Enter these numbers in order:
 - ii. FMNH Catalogue Number
 - iii. Exhibition Inventory No.
 - iv. FMNH Exhibition No.

Other #	Other # Source
1 PR 1821	FMNH Catalogue Number
2 AAD-015-A	Exhibition Inventory No.
3 EX-2018.1	FMNH Exhibition No.
*	

- b. Option 2: Not from the Field Museum
 - i. Enter these numbers in order:
 - ii. Lender Catalogue Number
 - iii. Exhibitions Inventory No.
 - iv. FMNH Exhibition No.

8. Navigate to the Details Tab.

9. Rights field (bottom right of the screen)

- a. If media is from the Field Museum:
© Field Museum of Natural History – CC BY-BC
- b. If media is not from the Field Museum:
[Restrictions] – Media
- c. The first option should be the default. For the second option, you can type in “restrictions” and click the lookup list icon. EMu will do the rest.

10. Navigate to the Security Tab.

- a. Access
 - i. Publish on Internet – No
 - ii. Publish on Intranet – Yes
 - iii. Both of these should already be defaults.
- b. Departments
 - i. Exhibitions will be automatically listed – this is all you need to do if the media is not from the Field Museum
 - ii. Otherwise, add other relevant departments – “Physical Geology,” “Fossil Vertebrates,” Etc.
 1. If the relevant department is Zoology or Geology, also include the division and subdivision.
 2. Optional: You can also add Technology to allow IT to easily access the record.

11. Now would you kindly save your work?

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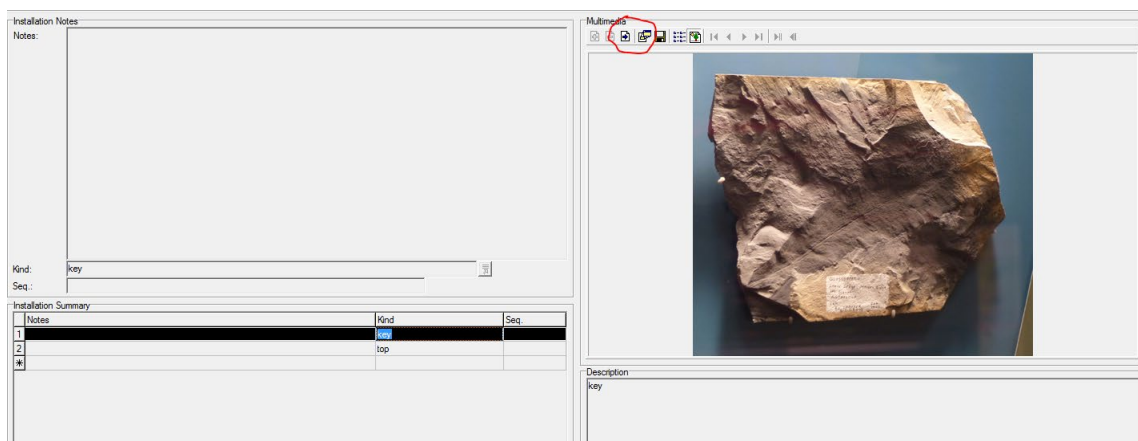
12. If Linking to Exhibitions Object Record:

- a. Open the Exhibitions Object Module.
- b. Search for and open desired record.
- c. Navigate to Multimedia Tab.
- d. Keeping Multimedia *Tab* open, switch back to Multimedia *Module*.
- e. Using “Drag Current Record” button (top right near Help button), drag the Multimedia file to the Multimedia *Tab*.
- f. Save Multimedia Tab.

Changing Thumbnails

Use this section to ensure that the best image shows up in your object list.

1. Open Exhibition Objects Module.
2. Search for all records in event.
3. Sort by Content Organization.
4. Go to the detail view of the first record.
5. Navigate to Installation Tab.
6. If this tab has any images, look for the “Kind” column and find the image marked “Key.”
7. Highlight the Key line and click the blue arrow to open its Multimedia record.



8. Stay on the Multimedia Tab in the Multimedia record.
9. Drag the image from the Installation Tab onto the Multimedia record you just opened.
 - a. If there are multiple files on the Multimedia Tab, drag the image to first place.
10. Close the Multimedia Module, go back to the Installation Tab, and start at the beginning with the next record.

Adding Graphics Code & Uploading Final Graphics

1. Open the Exhibition Objects Module, Narratives Module, and Multimedia Module.

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2. Start with Narratives Module.
 - a. Click on the New Record icon.
 - b. Stay on the Summary tab.
 - c. Click the Edit menu.
 - d. Go to Default Values.
 - e. Go to "Change" and change to ExhibitionGraphic.
 - f. Hit Ok. This will change the Author field to "Field Museum of Natural History – Exhibitions Department" and the Purpose field to "Exhibition Graphic."
3. Make the title the correct Graphics Code (1A_G3, for example).
4. Save and keep the Narrative record open.
5. Switch to Multimedia Module.
 - a. Click on New Record icon.
 - b. Drag the multimedia file into the white box on Multimedia Module.
6. Title: the Graphics Code.
7. Description: "Final Graphic"
8. Creator: "Lori Walsh"
9. Role: "Graphics Designer"
10. Other # Source
 - a. Enter "FMNH Catalogue Number" for every object in the graphic
 - i. Example: PR 1821
 - b. Enter "Exhibits Filemaker dataInventory ID" for every object in the graphic
 - i. Example: [example here]
 - c. Enter "FMNH Exhibition No."
 - i. Example: EX-2017.1
11. Go to Details tab
 - a. The default is currently "(c) Field Museum of Natural History - CC BY-NC."
 - b. Change Rights to "[INTERNAL EXHIBITIONS USE ONLY] - Media" by typing "Internal" and clicking the green plus icon to the right.
12. Go to Security tab
 - a. Keep defaults: Internet no, Intranet yes.
 - b. Add other relevant departments under Exhibitions so they can also access the record.
13. Save and drag the Multimedia record to the white box on the Narrative Module. Use the "Drag Current Record" icon to do this.

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14. On the Narrative record, go to the Details tab.
 - a. Change rights to “[INTERNAL EXHIBITIONS USE ONLY] – Media.”
15. Go to Security tab. Make the settings the same as for the Multimedia record. (See above instructions.)
16. Save the Narrative Record.
17. Drag the record to the Graphics box on the Development tab for all corresponding objects in Exhibition Objects Module.
18. Save. Congratulations!
19. Note: depending on the size of the multimedia graphics the thumbnail JPEG might get shown in the white multimedia box instead of the PDF. This will cause the image to appear blurry and small. To see the PDF right click on the white box go down to launch viewer and click PDF.

Chapter 4: Registration

This section is meant for registration and is concerned with entering exhibit venues into the main event record.

Once the venues for an exhibit have been confirmed, registration has to alter the “Master Event Exhibit” record to show when the exhibit opens and when it closes. Note these dates will be different than the dates for the project’s start and end dates in the Dates tab.

1. Open the “Events” module and search for the exhibit you need to enter venue dates for.
2. For the Venue Name field enter the location where the exhibit will be held. If “Internal” is entered on the Events tab, enter “Field Museum of Natural History.”
3. Enter the opening date in the Commencement Date field.
4. Enter the closing date in the Completion Date field
5. If the exhibit is traveling, enter the other venues and dates following the steps above.

6. Save the record.

The screenshot shows the 'EMu Transactions (1) - Display' window. The title bar indicates the window name and standard OS controls. The menu bar includes File, Edit, Select, View, Tools, Tabs, Multimedia, Window, and Help. Below the menu is a toolbar with various icons. The main content area is titled 'E-20140104 : 27 Nov 2013' and contains several sections: 'Transaction Info' with fields for Invoice # (20140104), Transaction Type (Incoming Loan), Status (Open), and Total Items Outstanding; 'Transaction Details' with fields for Institution, Contact Person, and Printed Notes; 'For Use By' with fields for Role and No. of Packages; 'Date Authorized' and 'Date Processed' (27 Nov 2013) with fields for Authorized By and Processed By; 'Date Ack.' and 'Ack. By'; and 'Internal Notes'. At the bottom, there is an 'Associated Event' section showing '[EX-2014.1] The Machine Inside: Biomechanics - Exhibit - Temporary (15 Mar 2014 - 31 Dec 2020)'. A tabbed interface at the bottom shows 'Summary', 'Transaction', 'Dates', 'Objects (U)', 'Objects', 'Loan Return (U)', 'Loan Return', 'Movement', 'Lender', and 'Venu'. The 'Transaction' tab is currently selected. The status bar at the very bottom shows 'Display Transaction 4 of 61' and 'mcochrn ExhibitsRegistration emufmh'.

Chapter 5: Troubleshooting and Handouts

Events Tab in Catalogue Module

In the Catalogue Module, you will sometimes want to access the Events tab. It should be located to the immediate right of the Catalog tab, but if it is not, there is a simple way to make it visible.

1. Go to the View menu.
2. Hover over Attachments.
3. Hover over Options.
4. Check both "Show Tabs" and "Show Search Tabs." These should be the first and last options in the menu.
5. Events tab should appear at the bottom left of the window.

Ghostscript

Unless your version of EMu is severely outdated you're not going to use this little section.

GhostScript is a software that allows support for PDF images in EMu. As it was added in EMu version 4.2 which was released in 2013, most computers running EMu should have it natively built in, and uploading PDFs to multimedia and viewing them should be no problem. If for some reason you are running an old version of EMu or if you are getting the error message "postscript delegate failure" when trying to open a PDF, you should download it from the GhostScript website:

<https://www.ghostscript.com/download/gsdnld.html>

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Download the version for Windows 32 bit. You should be able to view PDFs from EMu now.

Note: you need admin privileges to download software.

Updating EMu

The guidelines for upgrading to the newest version of EMu are expected to change soon as the software migrates from DaVinci to FILER01 network. For now, you can refer to this guide:

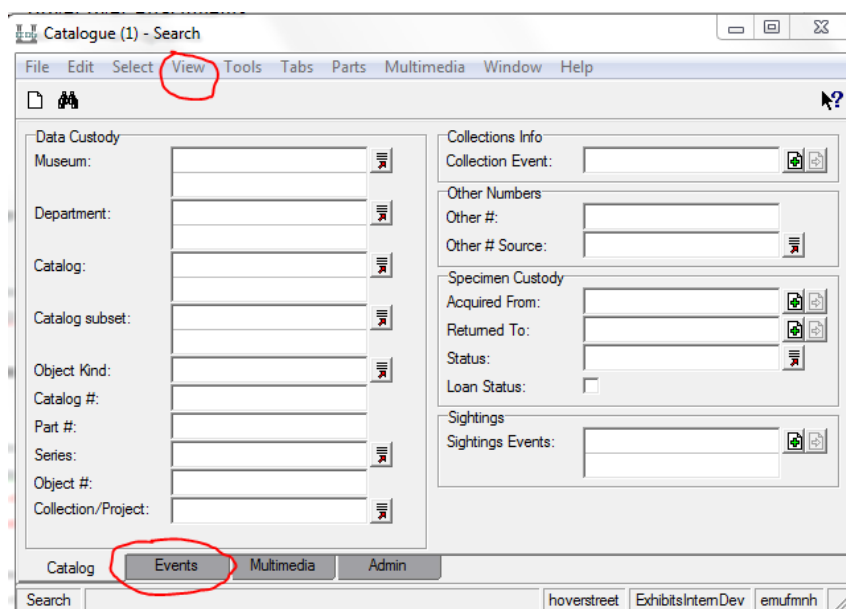
<http://intranet.fieldmuseum.org/emu/node/6341>

Viewing Objects in an Exhibition – Collection Managers

Events Tab in Catalogue Module

In the Catalogue Module, you will sometimes want to access the Events tab. It should be located to the immediate right of the Catalog tab, but if it is not, there is a simple way to make it visible.

- Go to the View menu.
- Hover over Attachments.
- Hover over Options.
- Check both “Show Tabs” and “Show Search Tabs.” These should be the first and last options in the menu.
- Events tab should appear at the bottom left of the window.

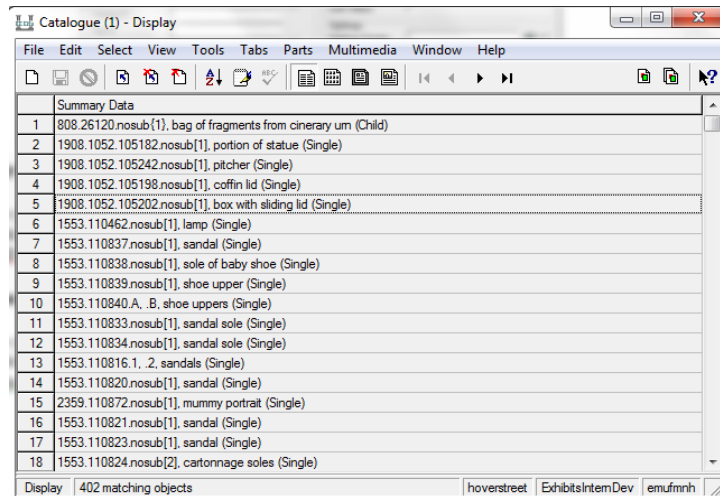


Searching for an Exhibition

Once you can see the Events tab in the Catalogue module, you can search for a particular exhibition. You can do this either by searching for the shortname, such as “Romans” or “AntDinos,” or for the Exhibition Number, like EX-2018.1.

Viewing Status of Objects in an Exhibition

Once you've searched for the exhibition, you'll be able to see all the objects in the exhibition. However, you may not be able to see the exhibition-related information you're looking for, such as inventory number or status.



To view this information more easily, you'll have to choose a different list to view the objects:

- Open the View menu.
- Hover over List Settings.
- Click "Choose List."
- Select "Exhibitions Objects Fields."

You should now be able to see the status, inventory number (this may be called Event Catalogue Number), and other information about the objects in the show.

	Internal Record Nu...	Catalog Number: (...)	Catalogue: (Data C...	Catalogue subset: ...	Status	Event Section	Event Catalogue N...
116	1146630	239174	Anthropology	Anthropology	Dropped	4 Ideas move	ROM-314
117	1146635	239179.nosub[1]	Anthropology	Anthropology	Approved	5 Foundations of t...	ROM-161
118	1146640	239183.nosub[1]	Anthropology	Anthropology	Approved	2 Objects move	ROM-269
119	1146643	239186.nosub[1]	Anthropology	Anthropology	Dropped	2 Objects move	ROM-028
120	1146646	239189.nosub[1]	Anthropology	Anthropology	Approved	4 Ideas move	ROM-027
121	1146647	239195.nosub[1]	Anthropology	Anthropology	Approved	2 Objects move	ROM-157

The inventory number comes in the format ABC-### (and sometimes ABC-###-part) and is unique for each object in an exhibition. This is how exhibitions tracks objects on design documents. The status shows whether the object is still included in the show. Dropped or Rejected objects are no longer in the exhibition. Under Consideration, Wanted, Approved, or Considered objects are still part of the object list for the exhibition.

Viewing Objects in an Exhibition – Designers

Searching

1. Open the Exhibition Objects module.
2. Type the exhibit short name in the Event/Exhibition field. For example, the short name for Antarctic Dinosaurs is AntDinos.
3. Use the lookup list of the Status field to select only Wanted items. You can also just type “Wanted” in the box.

Exhibition Objects (1) - Search

File Edit Select View Tools Tabs Multimedia Window Help

Overview Information

Inventory Number:

Catalog Number:

Event/Exhibition:

Status:

Original Cat. Number:

Details

Object:

Catalog:

Object Name:

Common Name:

Object Taxon:

Ethnic Group:

Provenance:

Period:

Materials:

Current Location:

Catalog Subset:

Object Kind:

Touchable?:

Exh. Obj. Name:

Common Name:

Taxon:

Cultural Group:

Place:

Time:

Material:

Case:

Overview Status Development Measurements Multimedia Mount Tracking Insta

Search hoverstreet ExhibitsInternDev emufmnh

4. Switch to the Development tab. Enter “Layout” in the Keywords field.
5. Use the binocular icon to search.

Exhibition Objects (1) - Search

File Edit Select View Tools Tabs Multimedia Window Help

Development Information

Inventory Number:

Catalog Number:

Acquired From:

Status: wanted

Day One: ☐ Yes ☐ No

Section Details

Section Number:

Section Title:

Group:

Sub-Group:

Graphic Info

Accession:

Credit Line:

Exhibition:

Credit Line:

Final?:

Date:

Button Number:

Graphic:

Developer Display Notes

Display Notes:

Keywords: layout

Overview Status Development Measurements Multimedia Mount Tracking Insta

Search hoverstreet ExhibitsInternDev emufmnh

Changing to Designer Page View

6. Now you should be able to see a list of all the objects in the exhibition, but the screen may not show all the information you need. To see this information, go the icons across the top of the window and click the Sort icon (it has an A and Z with an arrow pointing down).
7. Select “Designer Page View.” Click no when it asks if you want a summary.

Appendix A: Advanced Search

Public-Facing Collections:

Library Catalog: <http://fieldmuseumlibrary.worldcat.org/>

Biodiversity Heritage Library: <http://www.biodiversitylibrary.org/Default.aspx>

Zoology: <https://www.fieldmuseum.org/science/research/area/animals>

Anthropology: <https://www.fieldmuseum.org/science/research/area/culture>

Botany: <https://www.fieldmuseum.org/science/research/area/plants-fungi>

Other Databases: <http://intranet.fieldmuseum.org/library/node/4865>

Boolean Operators

AND Operator/Intersecting – Returns results with all terms entered.

- Enter multiple search terms on the same line of a field.

NOT Operator/Subtracting – Returns results without terms entered.

- Enter \![term you don't want to see]. \!Dropped will return all results except dropped objects.

OR Operator/Merging – Returns results with any of the terms entered.

- Enter multiple terms on different lines of a field.

All of these operators can also be used by running an initial search, going to the File menu -> Additional Search -> Merge/Intersect/Subtract, and running a new search.

Phrase Search, Stemming, and Phonetic Retrieval

Phrase search – Searches for multiple terms that are next to each other and in order.

- Type \"term\" in to the search field. For example, \"Cryolophosaurus femur\" will return records that have the exact phrase “Cryolophosaurus femur” in that order.

Stemming – Finds variations of an original search term (plurals, adjectives, verb forms).

- Type: \~term. For example: \~cup.

Phonetic Retrieval – Searches for words that sound similar to your original search term.

- Type: \@term. For example: \@gray.

Range Search

- > finds records greater than the search term, and >= finds records greater or equal to the search term.
- < finds records less than the search term, and <= finds records lesser or equal to the search term.
- These can be combined to find a range of values.
- For example, entering “> [date] < [date]” will find all records within that time period.

Exhibitions: EMu Guide

- Note that range searches do not need a backslash, although dates will format like this: \"20 Jun 2017\".

Wildcard Searches

Note: Like the other Unicode symbols used in searching (other than range search), wildcard symbols need a backslash before the symbol.

Wild card	Use	Examples
*	Substitutes zero or more characters at its position in a search term.	<code>proj*</code> would match <i>proj.</i> , <i>projectile</i> , <i>projectiles</i> , etc.
?	Substitutes for any single character at its position in a search term.	<code>appl?</code> would match <i>apply</i> and <i>apple</i> (but not <i>apples</i>). <code>organiz?e</code> would match <i>organise</i> and <i>organize</i> .
^	Place at the beginning of a search term to specify that the term must display at the start of the field.	<code>^lance</code> would match <i>lance head</i> and <i>lance point</i> (but not <i>flint lance head</i> or <i>jasper lance head</i>).
\$	Place at the end of a search term to specify that the term must display at the end of the field.	<code>lance\$</code> will match <i>bird lance</i> (but not <i>lance point</i>).

Appendix B: Main & Parts Chart

Scenario:	Main:			Layout:	Parts:		
		Attach to:	Inv#:			Attach to:	Inv#:
1. Container of Multiple Specimens (fish in Jar)	Container	Exhibitions Container Record	SPE-212	Container ←	Each specimen	Specimen catalog record	SPE-212-A SPE-212-B Etc.
2. One catalog record, multiple parts (dinosaur with multiple bones)	Entire Specimen	Catalog Record	AAD-015	Each part of specimen (skin, bone, etc). →	Each part of specimen (skin, bone, etc).	Exh => Prelim sub records	AAD-015-A AAD-015-B Etc.
3. Single object in two	Object as a whole	Anthro Parent	ABC-001	Object as whole ←	Each piece (Teacup	Anthro Child	ABC-001-A ABC-001-B

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pieces (teacup and lid)		record			record, Lid record)	records	Etc.
4. Paired Object (Moccasins example)	Object as a whole	Anthro parent record	ABC-001	Each Item →	Each Item (Left and right moccasin)	Anthro Child record	ABC-001-A ABC-001-B Etc.
5. Object with label (shell with historic label)	Object as whole	Catalog Record	AAD-002	Object record, label record →	Object record, label record	Exh => Prelim sub records	AAD-002-A AAD-002-B Etc.
6. Multiple catalog records, one specimen (Glacialisaur us example)	Whole specimen	Exh => Prelim sub records	AAD-066	Each part/bone/ etc →	Each part/bone/ etc	Catalog records + Prelim sub records (if necessary)	AAD-066-A, AAD-066-B, etc.
7. One catalog record, using one part of specimen (shrew skin example)	Specimen plus description	Catalog Record	SPE-001	Specimen plus description ←	No parts	N/A	N/A
8. No Catalog record, single specimen	Whole Specimen	Exh => Prelim sub records	ABC-001	Each part/bone/ etc →	Each part/bone/ etc	Exh => Prelim sub records	ABC-001-A ABC-001-B Etc.

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Mr. Emu says good bye and good luck.