



## EMu Documentation

# Archive View

Document Version 1

EMu Version 4.1





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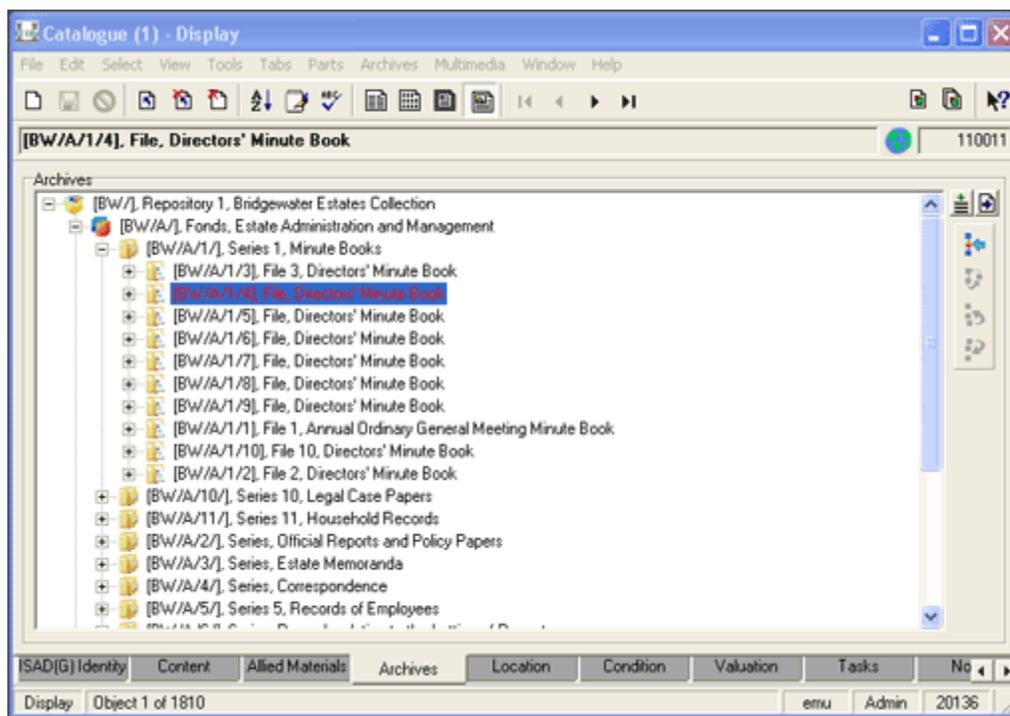
## SECTION 1

## Archive View

EMu has provided support for Archives since version 3.2.04 (November 2007), enabling users to choose from a number of archive formats:

- EAD - Encoded Archival Description
- ISAD(G) - General International Standard Archival Description
- Custom - User specified archival description

In order to help visualize the layout of an archive, a tab was added to the Catalog module containing a tree view of the structure. This Archives tab displays the hierarchy of the archive with icons used to differentiate between the various levels (fonds, series, etc.). A typical example is shown below:



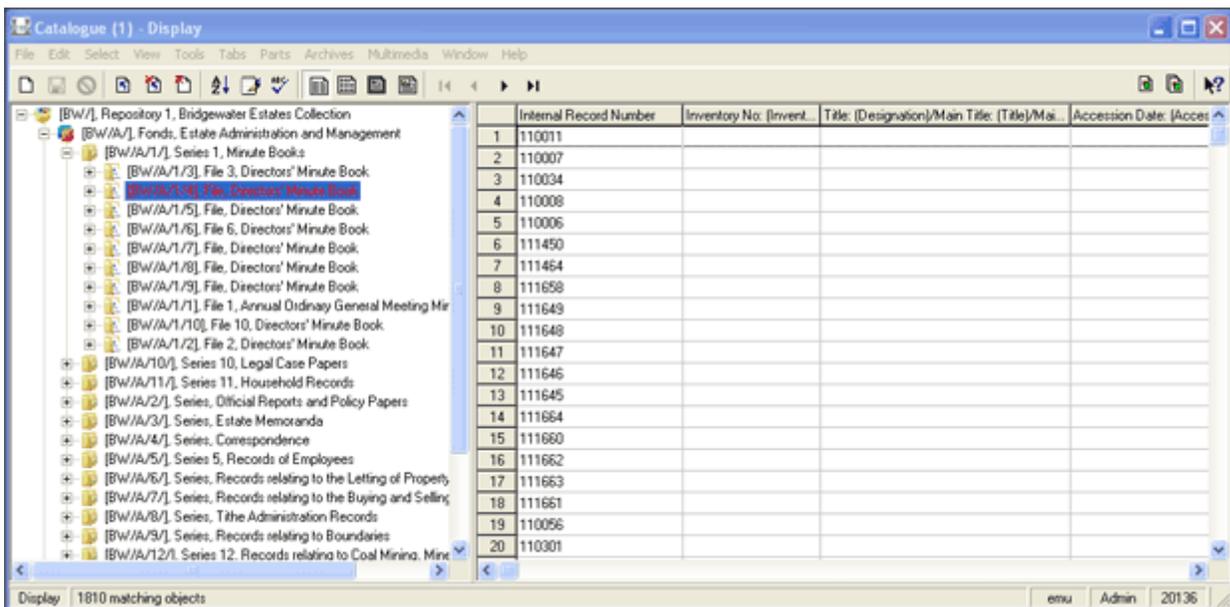
The Archives tab provides functionality to relocate the current record within the hierarchy. For example, the current record (highlighted in blue in the screenshot) can be drag-and-dropped to another position in the hierarchy, a move that shifts the record and all its children to the new location.

Although this support for archives is sufficient for viewing the structure of the hierarchy for the current record, it does not provide a simple mechanism for relocating other records within the hierarchy (i.e. records other than the current record), nor does it allow the hierarchy to be restructured easily. In order to address these two shortcomings and provide a constant visual reminder of the archive hierarchy, EMu 4.1 introduces the Archive View facility.

With the Archive View facility:

- An Archive View can be displayed in a panel to the left of the record display (similar to the Shortcuts View). Shown below.  
The Archive View (on the left) displays the entire Archive tree for the current record (selected or displaying on the right of the module window).
- A menu option is used to display/hide the Archive View.
- The archive tree displayed in the Archive View has the same layout as used on the Archives tab.
- The current record is highlighted in the Archive View on the left of the module window. Fields appearing in Details View on the right (the record display) may be edited.
- Selecting a record in the Archive View, other than the current record, displays details of the selected record on the right of the module window. The record may be edited.
- Any record may be drag-and-dropped in the Archive View to allow the archive hierarchy to be adjusted.

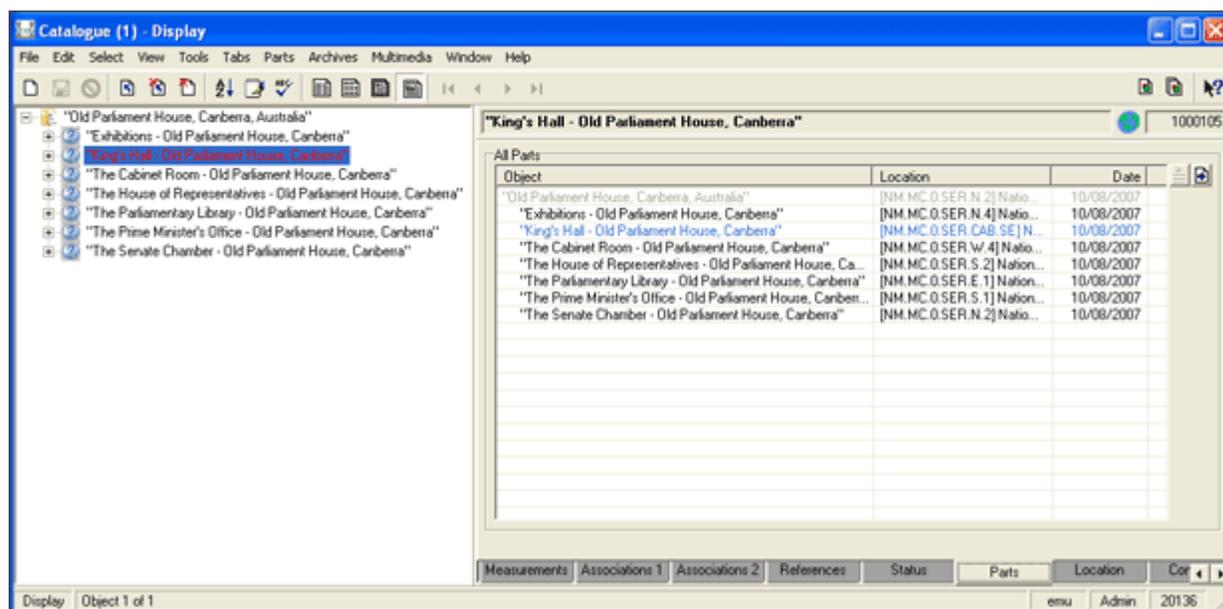
The image below shows the Archive View enabled (on the left of the module window) while displaying Archive records (on the right):



## Multi-part objects

As long as the Archives tab is enabled for a Catalog, the Archive View functionality can be used to display the hierarchy for multi-part objects.

The Parts tab displays the association between objects within a collection using a list type view. The Archive View displays the same hierarchy in a tree view. The image below shows a multi-part object with Archive View enabled:



# Enable / disable Archive View



The Archive View functionality is only enabled for Catalogs that have the Archives tab enabled. To use this functionality for multi-part objects, it is also necessary for the Archives tab to be enabled.

To enable / disable Archive View:

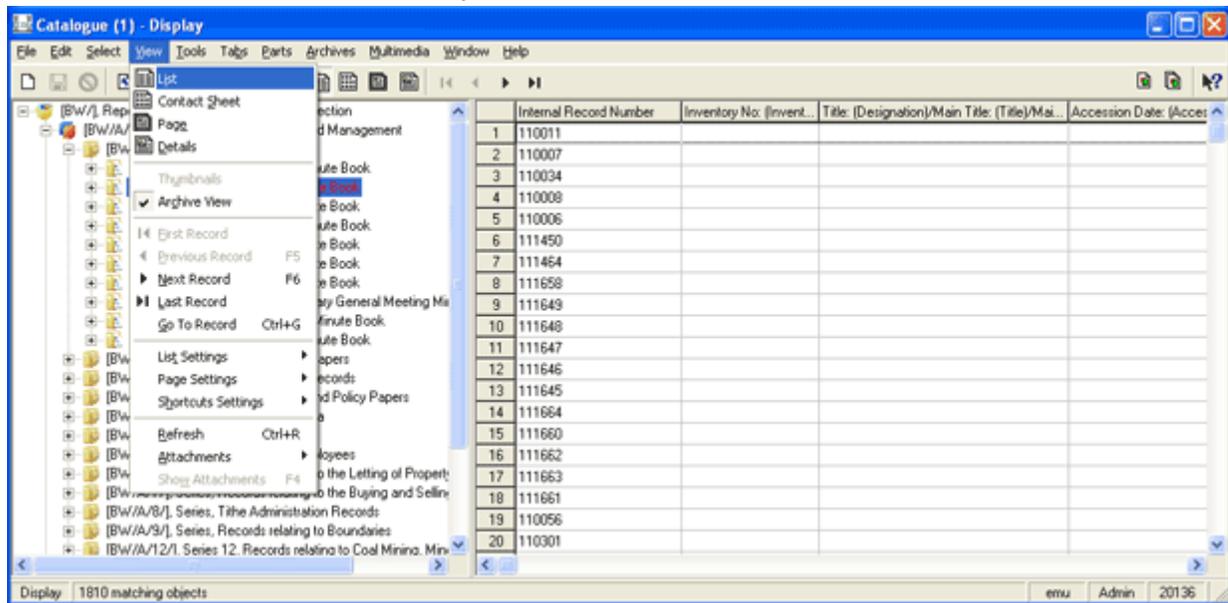
1. In the Catalog module, search for or otherwise list a group of records.
2. Select **View>Archive View** in the Menu bar

-OR-

Use the keyboard shortcut, ALT+V+C.

This Menu option toggles between displaying/hiding the Archive View panel. If the panel was hidden, it will now display, and vice versa.

When active, a tick displays beside the Archive View Menu option:



The Archive View setting (enable/disable) is retained between EMU sessions: when the setting is enabled, it will remain so until it is disabled.



# Using Archive View

With Archive View enabled, it is possible to:

- Select a new record to display.
- Move records around in the archive hierarchy.

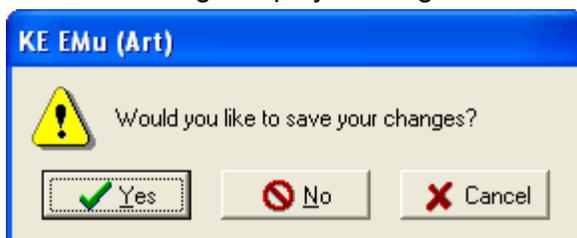
## Selecting records

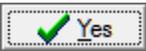
To select records:

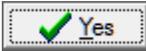
1. In the Catalog module, search for or otherwise list a group of records.
2. Enable Archive View (page 4).
3. In the Archive View tree, locate the record to display and select it by clicking any part of the record's text.

 The  plus icon to the left of an entry is used to show all child records.

If the current record is being edited when you select another record in the Archive View, a message displays asking whether the changes should be saved:



- Select  to save the changes and display the newly selected Archive record.
- Select  to lose the changes and display the newly selected Archive record.
- Select  to cancel the display of the newly selected Archive record.

If  /  was selected, the Archive record is displayed to the right of the Archive View panel.

The record is shown in the current mode (Details, List, Contact Sheet, etc.) and may be edited.

If the record selected was not one of the records returned at Step 1, it is added to the list of records.

## Drag and drop

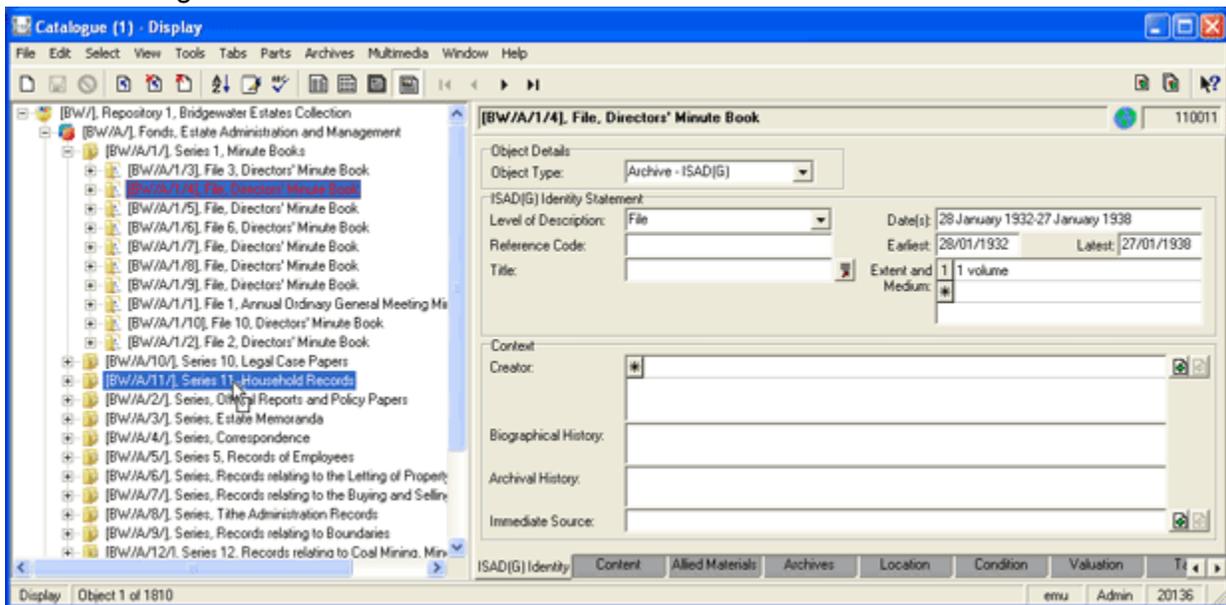
It is possible to drag and drop a record from one position to another using the Archive View tree. The functionality is similar to that provided on the Archives tab:

1. In the Catalog module, search for or otherwise list a group of records.  
Moving a record in the Tree View is a matter of clicking a record, dragging it and dropping it on to another record in the Tree.
2. Expand the Archive View tree to display the destination record.

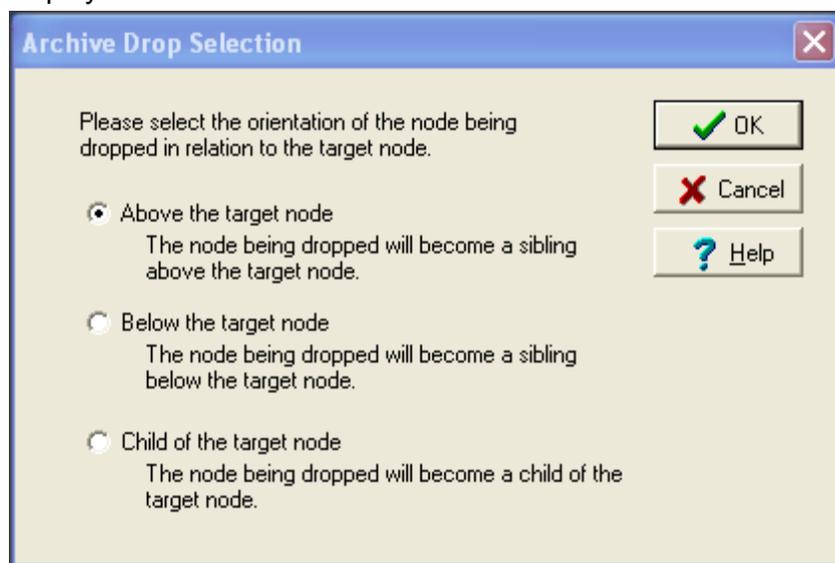


Once the drag operation begins, the tree cannot be expanded.

3. Select the record to be moved by clicking it and holding down the left mouse button.
4. Drag the record to the destination record and release the left button:



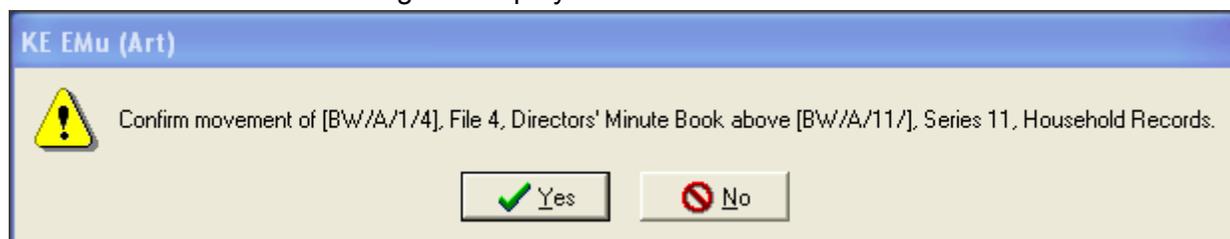
If the archive has user-defined ordering enabled (see the Archive|User Defined Ordering Registry entry in the EMu Help), the Archive Drop Selection dialog box displays:



5. Select an option from the Archive Drop Selection box.

 If user-defined ordering has not been specified, the moved record is always placed as a child of the destination record.

A confirmation dialog box displays:



Once confirmed, the dragged record is moved to the location specified.

Unlike the Archives tab drag and drop facility (which requires that the current record is saved before any change in the hierarchy is made), as soon as the operation is completed using the Archive View functionality (Step 5 above), the change to the hierarchy is complete.



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