

#### **EMu Documentation**



**Document Version 1** 

EMu Version 4.1



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# **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):

🔜 Catalogue (1) - Display 📃 🗖 🔀						
File Edit Select View Tools Tabs Parts Archives Multimedia Window Help						
🖻 🍜 (BW//), Repository 1, Bridgewater Estates Collection 📃 🔨		Internal Record Number	Inventory No: [Invent	Title: (Designation)/Main Title: (Title)/Mai	Accession Date: (Acces	5
E 😨 [BW/A/]. Fonds, Estate Administration and Management	1	110011				i
E- p [BW/A/1/], Series 1, Minute Books	2	110007				
BW/A/1/3], File 3, Directors' Minute Book.	3	110034				
BWV/A/124 (Fee, Directory Minute Book     Directory Minute Book	4	110008				
Electric Directors' Minute Book     Electric Minute Book	5	110006				
BW/A/1/71 File. Directors' Minute Book	6	111450				
BW/A/1/8], File, Directors' Minute Book	7	111464				
E [BW//A/1/9], File, Directors' Minute Book.	8	111658				
BW/A/1/1], File 1, Annual Ordinary General Meeting Mir	9	111649				
BW/A/1/10], File 10, Directors' Minute Book.	10	111648				
B [BW/A/1/2], File 2, Directors' Minute Book.	11	111647				
BW/A/10/], Series 10, Legal Case Papers	12	111646				
B W/A/11/, Senes 11, Household Records (2) 10/14/2/1 Series Official Deposts and Pafer Papers	13	111645				
B BW/W2/1, Selles, Uticial Reports and Foldy Papers     B BW/W/2/1, Selles, Entate Memoranda	14	111664				
BW/A/4/L Series, Correspondence	15	111660				
F B (BW//A/5/), Series 5, Records of Employees	16	111662				
BW/A/6/], Series, Records relating to the Letting of Property.	17	111663				
BW/A/7/], Series, Records relating to the Buying and Sellin;	18	111661				
BW/A/8/], Series, Tithe Administration Records	19	110056				
BW//A/9/]. Series, Records relating to Boundaries	20	110301				
IBW/A/12/I. Series 12. Records relating to Coal Mining. Mine	0			1		8
Display 1810 matching objects emu Admin 20136						



#### **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:

🔜 Catalogue (1) - Display							
Ele Edit Select Wew Icols Tags Barts Archives Multimedia Window Help							
	•••	н				🖻 🗟	<b>h</b> ?
E 🦉 (BW/], Rep 🛄 Contact Sheet ection		Internal Record Number In	nventory No: (Invent	Title: (Designation)/Main Title: (Title)/M	ai Access	ion Date: (Ar	coes 🔨
BW/A/ Page d Management	1	110011					
B BW B Lecas	2	110007					
Thymbnais Deck	3	110034					
Archive Yew Book	4	110008					
R Book	5	110006					
B- Book	6	111450					
Previous Record P5 e Book	7	111464					
Mext Record P6 e Book	8	111658					
Last Record     Mi Last Record     Mi	9	111649					
Go To Record Otri+G Private Book	10	111648					_
Real List Settings Paners	11	111647			_		
B BW Page Settings + ecords	12	111646			_		
BW Shortcute Settings Ind Policy Papers	13	111645					
BW b	14	111664					
BW Befresh Otrl+R	15	111660					
BW Attachments      Koyees	16	111662					
BW Show Attachments F4 b the Letting of Property	17	111663					
BWreenergroundermonergroundermonerground the Buying and Selling (2) Station 2010 Carlos Take Advisibilitation Personal		111661					
[DW/A/0/], Series, Time Administration Necords     [DW/A/0/], Series, Records relating to Roundaries		110056					
* BW/A/12/I. Series 12. Records relating to Coal Mining. Min.	20	110301					Y
Display 1810 matching objects					emu Ad	min 2013	36 /

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 
 Image: 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:

KE EMu (Art)		
🔥 Would you l	ike to save your	changes?
Yes	<u>⊗ N</u> ∘	🗶 Cancel
(	/ Yes	

- Select **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 Cancel to cancel the display of the newly selected Archive record.

If **Ves** / **No** 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:

- 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:

Catalogue (1) - Display						
File Edit Select View Tools Tabs Parts Archives Multimedia Win	ndow Help					
D 🗔 🛇 🖻 🔁 😫 🖉 ザ 🖬 🗎 🗎 😐 🕫	< > H	🖻 🖻 🕅				
(BW//), Repository 1, Bridgewater Estates Collection	[BW/A/1/4], File, Directors' Minute Book	110011				
B [BW/A/], Fonds, Estate Administration and Management (D) [D) [A/I /] Series 1 Minute Books	- Objace Datala					
H-RW/A/1/31 File 3. Directors' Minute Book	Object Denais					
BW/A/1/4], File, Directors' Minute Book						
BW/A/1/5], File, Directors' Minute Book	TSAD(G) Identity Statement	1010				
BW/A/1/6], File 6, Directors' Minute Book.	Level of Description: File Date(s): 28 January 1932-27 January	/ 1938				
(BW/A/1/7], File, Directors' Minute Book.	Reference Code: Earliest 28/01/1932 Lat	lest 27/01/1938				
BW/A/1/8], File, Directors' Minute Book.	Title: Extent and 1 1 volume					
B BW/A/1/9], File, Directors' Minute Book.	Medium: *					
B BW/A/1/1], File 1, Annual Urdinary General Meeting Ma						
E BW/A/1/10, File 10, Directors' Minute Book.						
EW/M/10/1 Series 10 Leosi Case Papers		Intele				
B - B IBW/A/11/1 Series 11-Household Records	Creator:					
BW/A/2/L Series, Of Wal Reports and Policy Papers						
BW/A/3/] Series, Estate Memoranda						
B [BW//A/4/], Series, Correspondence	Biographical History:					
BW/A/5/]. Series 5, Records of Employees						
B [BW/A/6/], Series, Records relating to the Letting of Property	Archival History:					
BW/A/7/]. Series, Records relating to the Buying and Selling						
B [BW/A/8/], Series, Tithe Administration Records (B) (B) (H) (D) (Series, Dependentiation). Records	Immediate Source:	<b>B</b>				
(b) [BW/A/3/], Series, Records relating to Boundaries (B) [BW/A/3/] Series 12. Records relating to Coal Mining Min.						
I w mail towney rant, belies rat Records felating to Coal Mining, Ministration (Coal Mining, Ministration)	ISAD(G) Identity Content Allied Materials Archives Location Condition Valu	ation Tr + +				
Disday Object 1 of 1910	Directary (Direct 1 of 1810					
Cristian Collect Lot 1010	uma	Aute1 20130 //				



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:

Please select the orientation of the node being dropped in relation to the target node.	
Above the target node The node being dropped will become a sibling above the target node.	✓ OK Cancel     ? Help
<ul> <li>Below the target node</li> <li>The node being dropped will become a sibling below the target node.</li> <li>Child of the target node</li> <li>The node being dropped will become a child of the target node.</li> </ul>	

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:

KE EMu (Art)
Confirm movement of [BW/A/1/4], File 4, Directors' Minute Book above [BW/A/11/], Series 11, Household Records.
<u>✓ Y</u> es <u>N</u> o

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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