

EDRMS TRIM Tip

Moving Documents to Different Folders

Primary Audience: Information Workers

Documents placed in the wrong folder can be moved easily.

Search for the document(s) and tag the document(s) you want to move.

| | | |
|-------------------------------------|------------|---|
| <input checked="" type="checkbox"/> | D13889810A | RE: A new TRIM Tip |
| <input checked="" type="checkbox"/> | D13889710A | Request to review: TRIM tip - information worker - moving documents |
| <input checked="" type="checkbox"/> | D13889610A | Request for a new TRIM Tip for moving documents to a different folder |
| <input checked="" type="checkbox"/> | D13878610A | TRIM tip - information worker - moving documents |
| <input checked="" type="checkbox"/> | D13850110A | EMR, DRAP, OPCS and outstanding records services applications |

Right-click on the tagged document(s) and select

Locations | Container.

Click **OK** to the **All Tagged Records** prompt.

Click on the **KwikSelect** icon to search for and select the folder into which you want to move the document(s). Or, you can select a folder from the recently-used drop-down list.

Finally, click **OK** and **Yes to All**.

