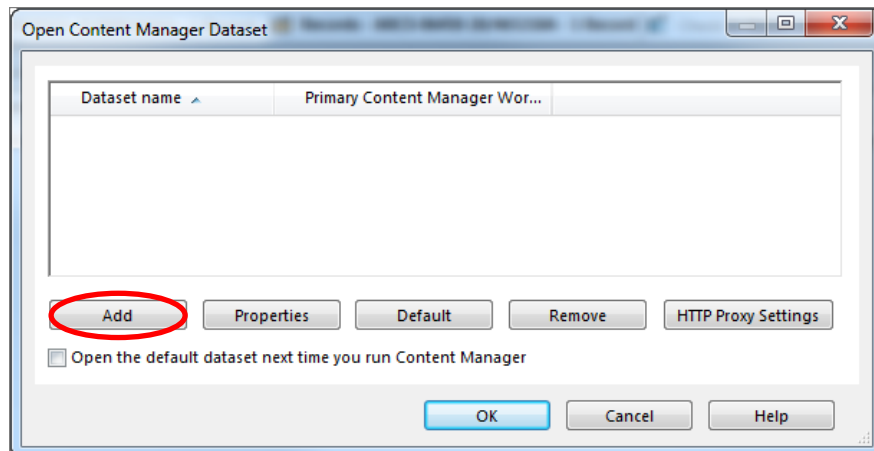# Selecting EDRMS Content Manager Dataset SOCI PROD
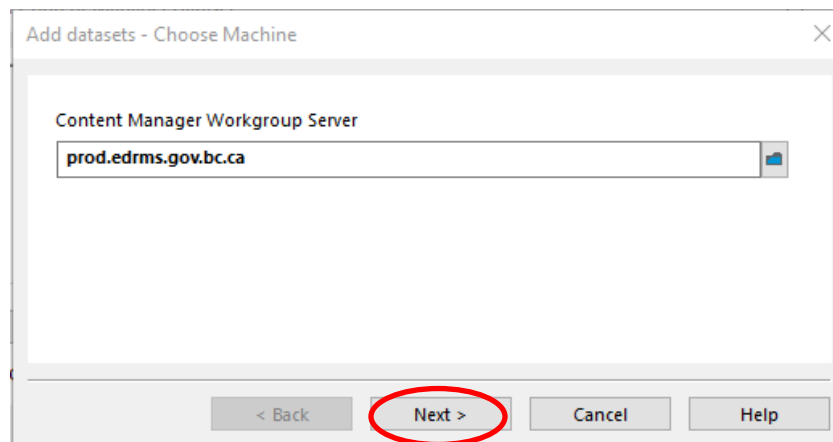
NOTE: When you first open EDRMS Content Manager, you need to select the dataset you will be using. There are three production datasets; choose one to be your default dataset. See the Dataset Table on page 3.

Selecting the Dataset:

1. From your start menu, select **All Programs** and then **EDRMS Content Manager**. (Do not use the **EDRMS Content Manager Desktop** icon).

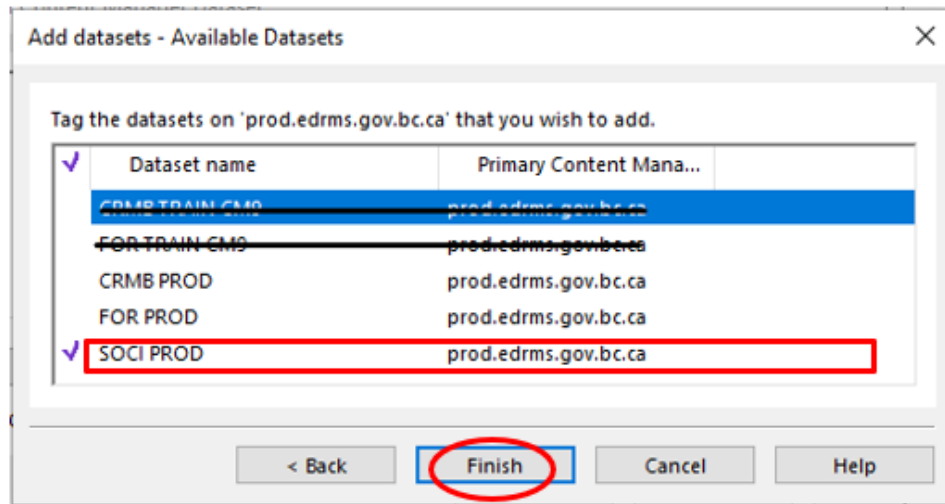2. From the **File** menu, select **Open Dataset**.

3. On the **Open Content Manager Dataset** popup, click **Add**.

4. On the **Add datasets – Choose Machine** popup, enter the name of the Content Manager Workgroup Server: **PROD.EDRMS.GOV.BC.CA.**
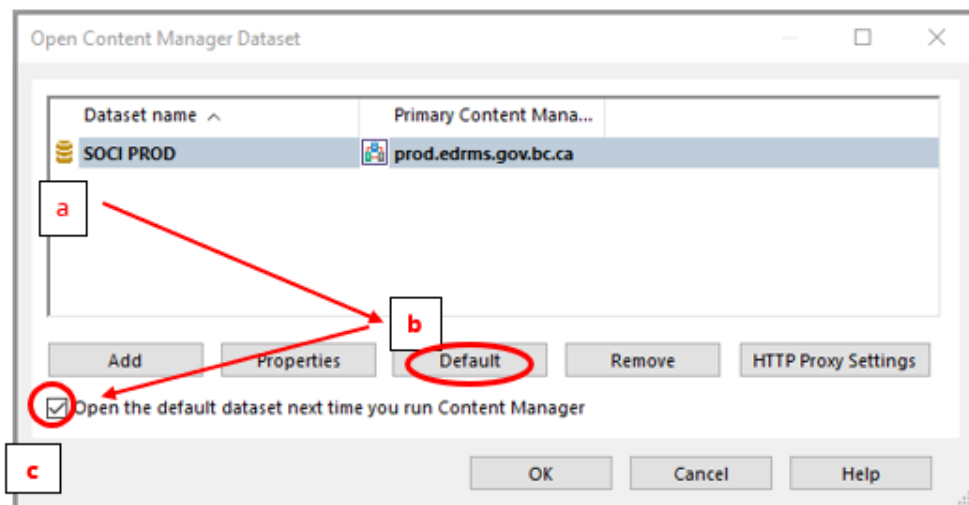
5. Click **Next**.

6. On the **Add datasets – Available Datasets** popup, a list of datasets will be displayed. Tag **SOCI PROD** as the dataset you need to work with.

7. Click **Finish**.

8. On the **Open Content Manager Dataset** popup:

    a. Select the dataset you will be using primarily.

    b. Click **Default**.

    c. Check **Open the default dataset next time you run Content Manager**.

9. Click **OK**. EDRMS Content Manager will now open this dataset automatically for you and allows for Outlook and EDRMS Content Manager to communicate.

10. If you are using EDRMS Content Manager for the first time on your computer, or have recently had the software installed, please ensure you complete **TIP 003 Configuring EDRMS Content Manager.**

DATASETS TABLE 2023

The following table lists the datasets used by BC Ministries & select organizations:

Ministry or Organization	EDRMS Acronym	DATASET
Agricultural Land Commission	ALC	FOR PROD
Agriculture & Food	AF	FOR PROD
Attorney General	AG	CRMB PROD
BC Public Service Agency	PSA	CRMB PROD
BC Transportation Financing Authority	BCTFA & TICORP	CRMB PROD
Children & Family Development	MCF	SOCI PROD
Citizens' Services	CITZ	CRMB PROD
Community Living BC	CLBC	SOCI PROD
Education & Child Care	ECC	CRMB PROD
Emergency Management & Climate Readiness	EMCR	CRMB PROD
Energy, Mines & Low Carbon Innovation	EMLI	FOR PROD
Environment & Climate Change Strategy	ENV	FOR PROD
Finance	FIN	CRMB PROD
Forest Practices Board	FPB	CRMB PROD
Forests	FLNR	FOR PROD
Government House	GH	CRMB PROD
Health	HLTH	SOCI PROD
Housing	HOUS	CRMB PROD
Indigenous Relations & Reconciliation	IRR	FOR PROD
Jobs, Economic Development & Innovation	JEDI	CRMB PROD
Labour	LBR	CRMB PROD
Municipal Affairs	MUNI	CRMB PROD
Office of the Premier	PREM	CRMB PROD
Post-Secondary Education & Future Skills	PSFS	CRMB PROD
Public Safety & Solicitor General	PSSG	CRMB PROD
Public Sector Employers' Council	PSEC	CRMB PROD
Royal BC Museum	RBCM	CRMB PROD
Social Development & Poverty Reduction	SDPR	SOCI PROD
Tourism, Arts, Culture & Sport	TACS	CRMB PROD
Transportation & Infrastructure	TR	CRMB PROD
Transportation Investment Corporation	BCTFA & TICORP	CRMB PROD
Water, Land & Resource Stewardship	LWRS	FOR PROD