## Searching for Empty Electronic Folders

**NOTE:** These steps generate a list which can be used to identify empty Electronic Folders (E-folders) and assist with managing the number of empty folders that are not of use in your records management system.

#### Search for Empty Electronic Folders:

1. From the **Search** tab, select **Records** and then **Find Records**.



2. On the **Search for Records** popup, in the **Search By** field, click the blue **KwikSelect** folder icon.

Search for Records	
Search Filter Record Types Sort Results Options	
Search By	
Please select a valid search method using the search method selector control.	
AND OR New Insert Delete () NOT	Reset
unknown:	
	Help

3. On the **Search Methods** popup, select the **Alphabetical** button, scroll down under the **Caption** column to **Has Contents** and select it.



4. Click **OK**. Your search window will show **hasContents** as a search criteria. Now click **NOT** to change it to **not hasContents**. This means it is searching for anything that does not have any contents.

	Filter	Record Types	Sort	Results	Ontions			
	ritter	Record types	3011	Results	options			
Search	By							_
Has C	Contents						$\sim$	4
The b	oolean se	earch requires no	parame	ters.				
ANI		New	Insert	Delet	e 🔍 )	NOT	leset	
. n	iot hasco	ntents						
=								
"								

5. Now select the Record Type tab to choose which E-folders to check. Select Only Show record types that appear in the list below from the dropdown menu and enter the E-folder OR click Add to search for the E-folders you want to search within.

Sea	arch fo	r Records								$\times$
S	earch	Filter	Record Types	Sort	Results	Options				
2	Select	how you i	would like the R	ecord Typ	oe filter to	work				
	<b>√</b> 0	nly show i	record types tha	t appear	in the list	below				~
E	Enter a	prefix or	a value for a Re	cord Type	e, then pre	ss Add				
							-		Add	
Ι,	_									_
	🗖 Ci	TZ CIRMO	GOVERNMENT	RECORD	S SERVICE	E-FOLDER		R	emove	_
Ц										
Ц										
Ц										
Ы										

6. To search for all your Ministry E-folders, click the **ADD** button, then just start typing your Ministry acronym + \*E-folder (e.g CITZ \*e-folder).

Se	elec	t from Record Types - name:citz *e-folder* - 19 Record Types	
Reco	ord	Types	
1	-	Name	В
		CITZ ADM CORP INFO & RM OFFICE E-FOLDER	F
		CITZ ADM REAL PROPERTY DIVISION E-FOLDER	F
<b>v</b>		CITZ ASSOCIATE DM, OCIO E-FOLDER	F
V		CITZ CIRMO DIVISIONAL OPERATIONS E-FOLDER	F
		CITZ CIRMO GOVEI 📘 Prefix Search - Name	×
			i
		CITZ CIRMO INFOR citz *e-folder OK He	elp :
		CITZ CIRMO INFOR Prefix is out of range. Try to reselect?	ŧ
		CITZ CS FINANCIAL & ADMINISTRATIVE SERV E-FOLDER	F
		CITZ CS INFORMATION MANAGEMENT BRANCH E-FOLDER	F

7. This will now list all E-folders for your Ministry. Either right click and **Tag All OR** tag the ones you want to search and click **OK**. You will now see listed the electronic folders you selected.



8. Click **OK**. This will return all records that do not have contents.

**Note**: E-folders that have **Alternatively contained** Physical folders in them will be listed so that is why the **+** sign will show for some of the empty folders but if you expand one you will see there are no actual documents contained.

- 🖃 📹 CITZ CIRMO GOVERNMENT RECORDS SERVICE E-FO...
  - CITZ CIRMO GOVERNMENT RECORDS SERVICE P-F...
  - CITZ CIRMO GOVERNMENT RECORDS SERVICE P-F...
- E CITZ CIRMO GOVERNMENT RECORDS SERVICE E-FO...
- 🗄 💼 CITZ CIRMO GOVERNMENT RECORDS SERVICE E-FO...
- 9. Sort the search results in a way that will help you manage the folder list. You can sort by **Record Type**, by **Record Number**, by **Date Registered**, etc.
- 10. Once your empty electronic folders have been found, if they are not needed, you can send a deletion request to <u>EDRMS.help@gov.bc.ca.</u>

Refer to TIP 013 Requesting Deletion of EDRMS Content Manager.

#### EDRMS CONTENT MANAGER TIP 022

### Refine your Search:

Add additional search criteria to refine your search and narrow down the number of records found.

To search for empty E-folders <u>not</u> contained in a box or that are in a box:

- 1. Click **F7** to refine the search and then click **New**.
- 2. From the **Search By** dropdown, select **Container (Folder/Box)** or click blue **KwikSelect** folder to search.
- Go to the Select search style for Record use the drop down to select Where Container (folder/box) is not specified. This search will show all empty E-folders that are <u>not</u> in a box.

Search for Records		$\Box$ $\times$
Search Filter Record Types Sort Results Options		
Search By		
Container (Folder/Box)		~ 🛋
Select search style for Record		
Where container (folder/box) is not specified		$\sim$
AND OR New Insert Delete () NOT		Reset
not hasContents		
and container:null		
OK Cancel Open Editor	•	Help

# 4. To see all empty E-folders that are in a box, click **F7** to refine and select and **container:null** in the search criteria window, then select **NOT** so it looks like below.

earch	Filter	Record Type	s Sort	Results	Options						
Search	Бу										
Conta	ainer (Fo	lder/Box)						~ 1	•		
									_		
Select	search st	yle for Record									
Select Where	search st	yle for Record ier (folder/box)	is not spe	cified					~		
Select Where	search st	yle for Record ner (folder/box)	is not spe	cified					~		
Select : Where	search st	yle for Record ier (folder/box)	is not spe	cified					~		
Where	search st	yle for Record ier (folder/box)	is not spe	cified					~		
Where Mere	search st e contain	yle for Record ier (folder/box) New	is not spe Insert	cified Delete	2 ()	NOT	R	Reset	~		
Where Mere ANI	search st e contain	yle for Record er (folder/box) New ntents	is not spe Insert	cified Delete	e ()	NOT	F	Reset	~		
Select : Where ANI an	e contain	yle for Record ter (folder/box) New ntents ontainer:null	is not spe Insert	cified Deleta	e ()	NOT	R	Reset	×		
Select Where	e contain	yle for Record ler (folder/box) New Intents ontainer:null	is not spe Insert	cified Delete	e ()	NOT	R	Reset			
Select Where	e contain	yle for Record eer (folder/box) New ntents ontainer:null	is not spe Insert	cified Delet	2 ()	NOT	<b>F</b>	Reset	~		
ANI ANI ANI	e contain COOR ot hasCo	yle for Record er (folder/box) New ntents ontainer:null	is not spe Insert	cified Delet	e ()	NOT	] <b>F</b>	Reset	~		
ANI	e contain	yle for Record ter (folder/box) New Intents Intents Intainer: null	is not spe Insert	cified Delete	e ()	NOT	F	Reset			

5. If you find E-folders that have been closed and added to a box that are empty, you might want to request to delete them as they do not have any documents and will not be used and were added to a box erroneously.