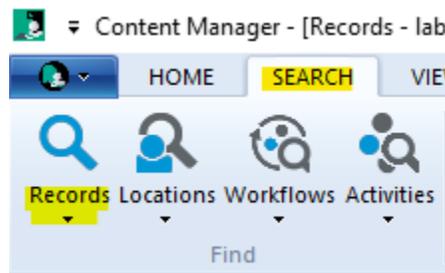


# Searching for Empty Electronic Folders

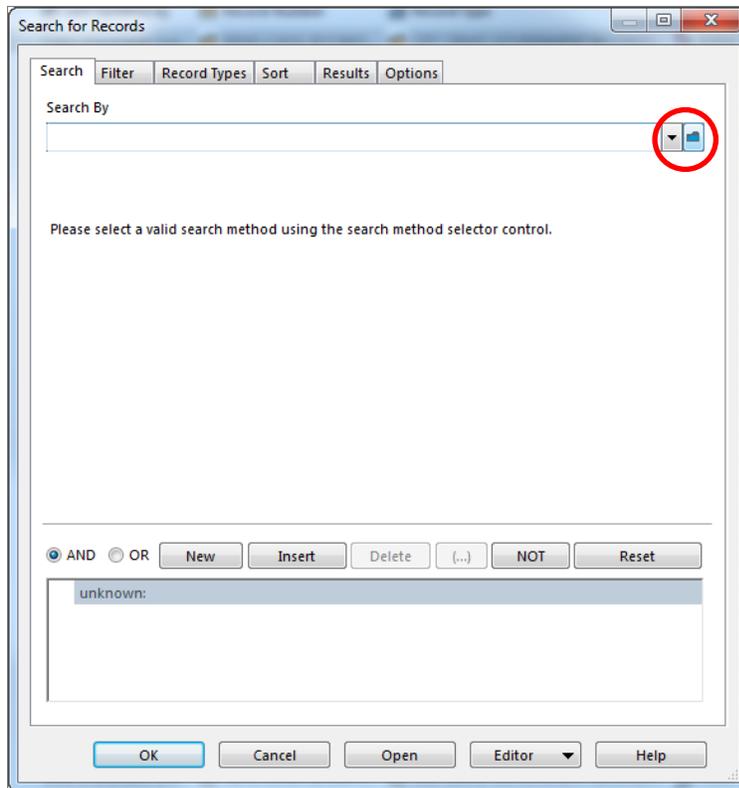
**NOTE:** These steps generate a list which can be used to identify empty Electronic Folders (E-folders) and assist with managing the number of empty folders that are not of use in your records management system.

## Search for Empty Electronic Folders:

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

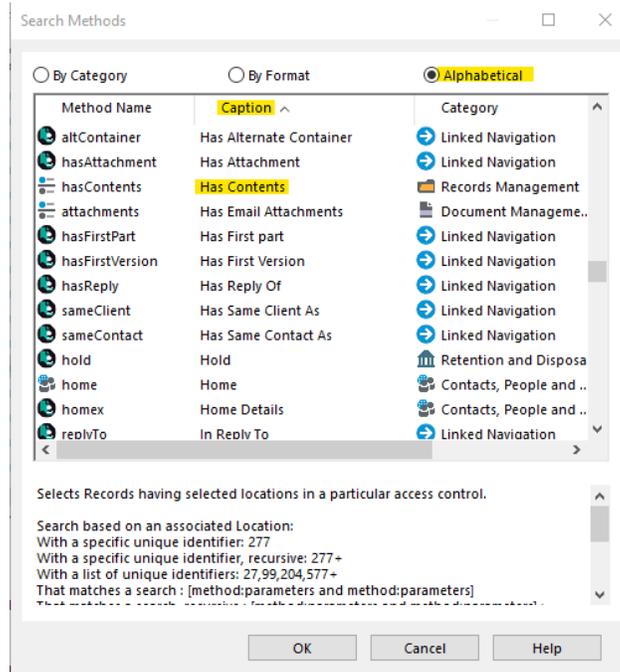


2. On the **Search for Records** popup, in the **Search By** field, click the blue **KwikSelect** folder icon.

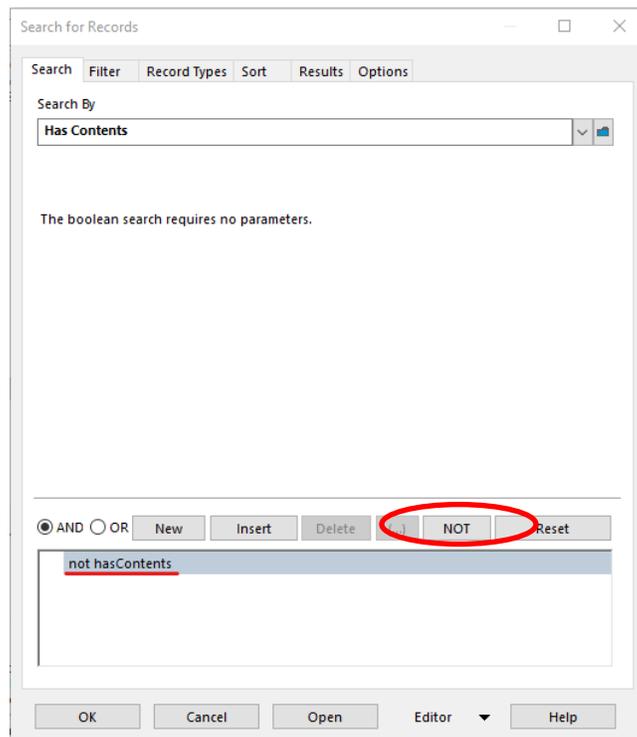


## EDRMS CONTENT MANAGER TIP 022

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

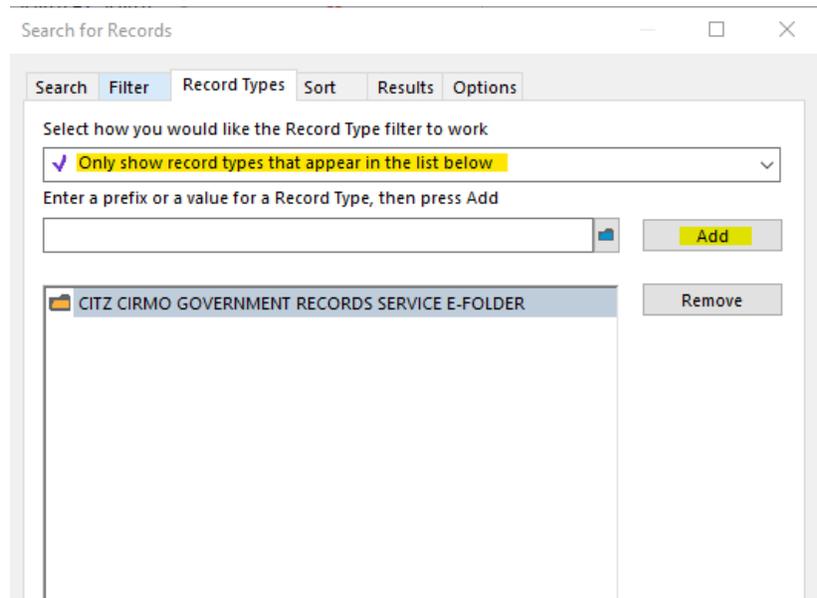


4. Click **OK**. Your search window will show **hasContents** as a search criteria. Now click **NOT** to change it to **not hasContents**. This means it is searching for anything that does not have any contents.

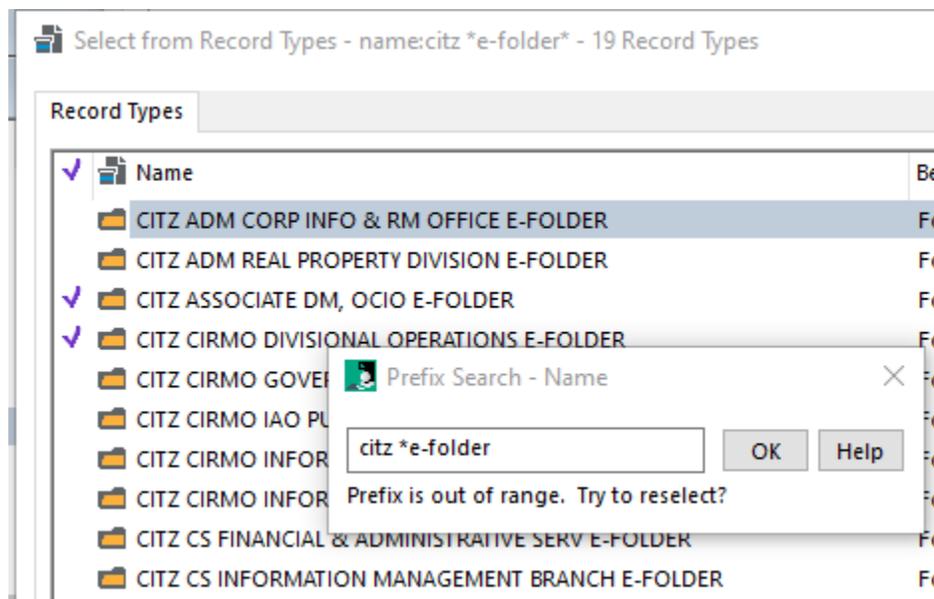


## EDRMS CONTENT MANAGER TIP 022

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.

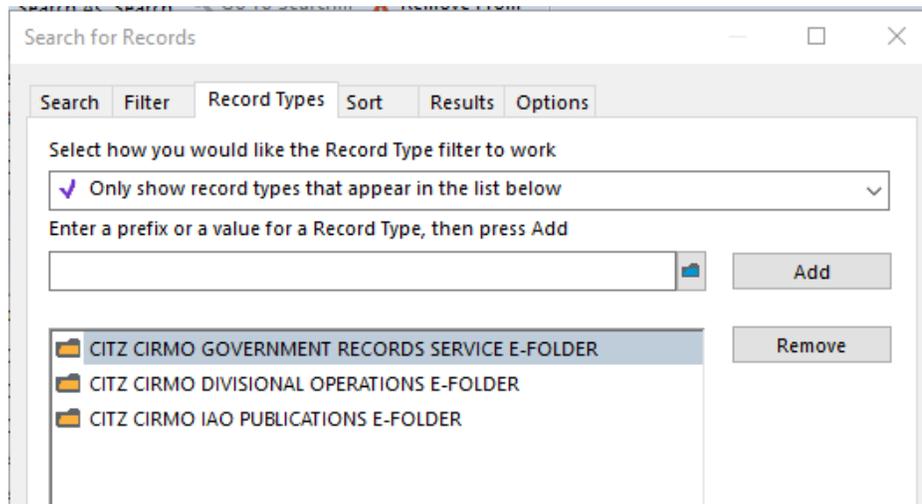


6. To search for all your Ministry E-folders, click the **ADD** button, then just start typing your Ministry acronym + \*E-folder (e.g CITZ \*e-folder).



## EDRMS CONTENT MANAGER TIP 022

- 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.



- 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.

- [-] [Folder Icon] CITZ CIRMO GOVERNMENT RECORDS SERVICE E-FO...
  - [Folder Icon] CITZ CIRMO GOVERNMENT RECORDS SERVICE P-F...
  - [Folder Icon] CITZ CIRMO GOVERNMENT RECORDS SERVICE P-F...
- [+] [Folder Icon] CITZ CIRMO GOVERNMENT RECORDS SERVICE E-FO...
- [+] [Folder Icon] CITZ CIRMO GOVERNMENT RECORDS SERVICE E-FO...

- 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.
- Once your empty electronic folders have been found, if they are not needed, you can send a deletion request to [EDRMS.help@gov.bc.ca](mailto:EDRMS.help@gov.bc.ca).

Refer to **TIP 013 Requesting Deletion of EDRMS Content Manager**.

## 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 not 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.
3. 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 not in a box.

The screenshot shows the 'Search for Records' dialog box with the following configuration:

- Search By:** Container (Folder/Box)
- Select search style for Record:** Where container (folder/box) is not specified
- Search Criteria:** not hasContents  
and container:null

## EDRMS CONTENT MANAGER TIP 022

- 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.

Search for Records

Search Filter Record Types Sort Results Options

Search By  
Container (Folder/Box)

Select search style for Record  
Where container (folder/box) is not specified

AND  OR New Insert Delete (...) **NOT** Reset

not hasContents  
and not container:null

OK Cancel Open Editor Help

- 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.