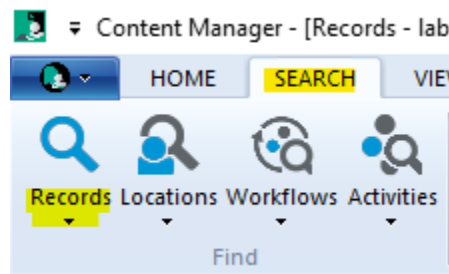


Searching for Empty Electronic Folders

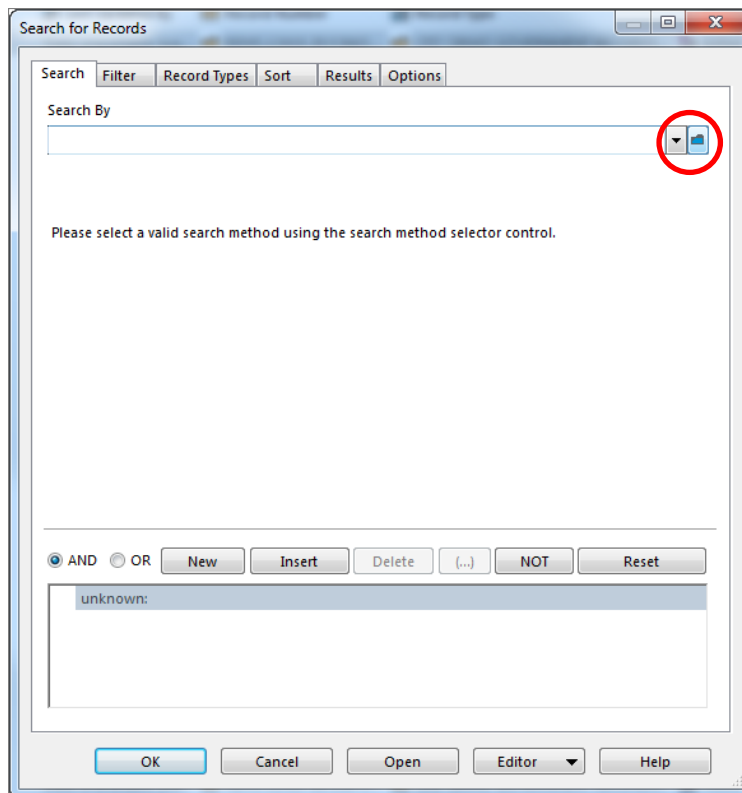
NOTE: These steps generate a list which can be used to identify empty Electronic Folders (E-folders) and assist with managing the number of empty folders that are not of use in your records management system.

Search for Empty Electronic Folders:

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

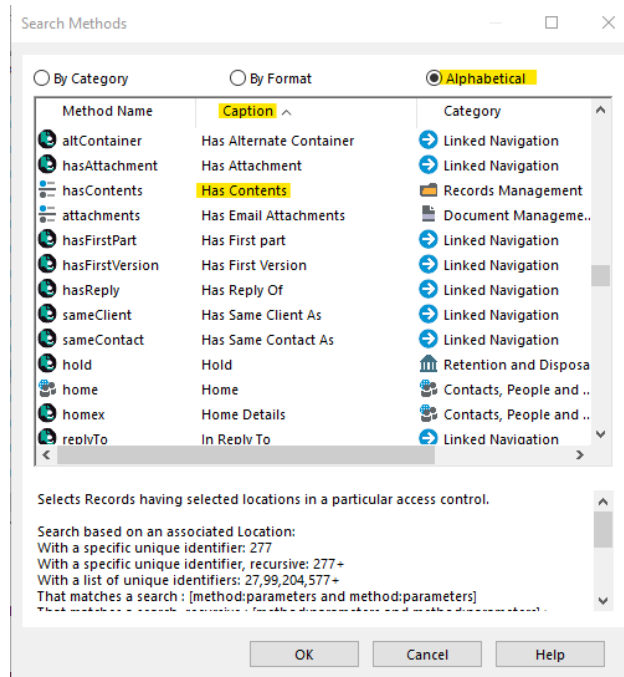


2. On the **Search for Records** popup, in the **Search By** field, click the blue **KwikSelect** folder icon.

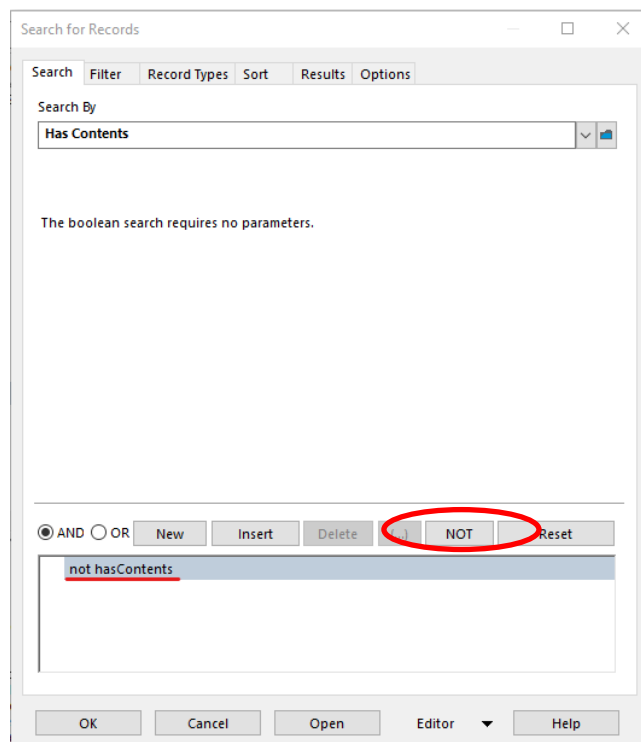


EDRMS CONTENT MANAGER TIP 022

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

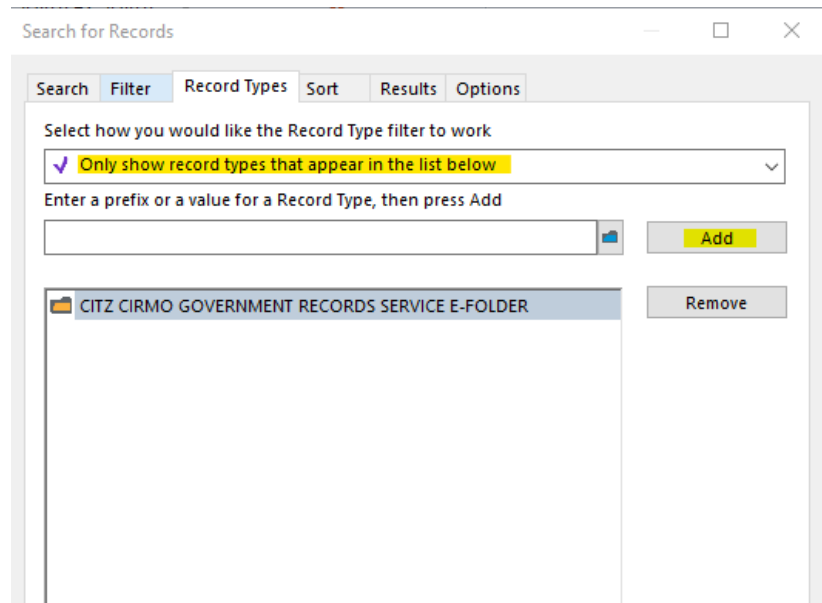


4. Click **OK**. Your search window will show **hasContents** as a search criteria. Now click **NOT** to change it to **not hasContents**. This means it is searching for anything that does not have any contents.

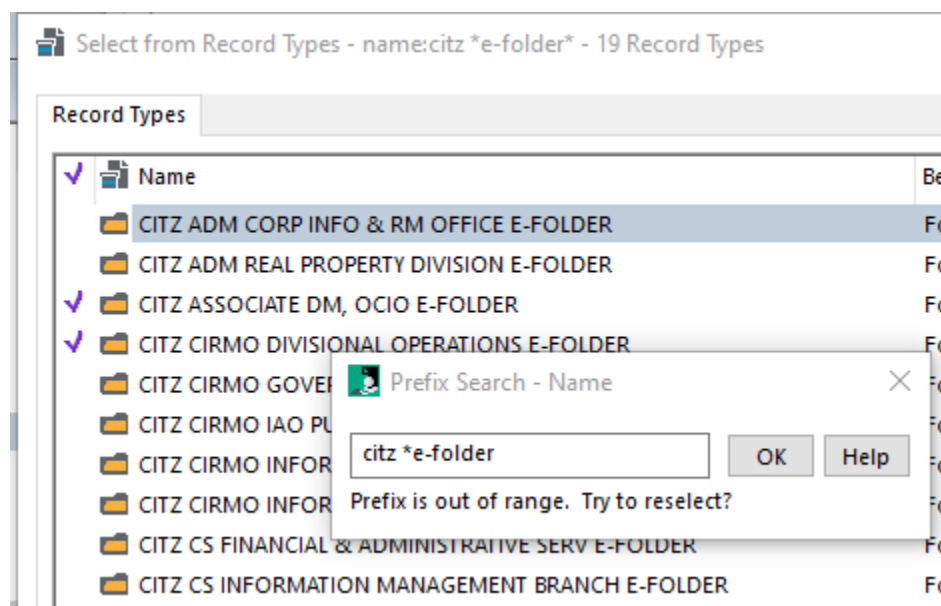


EDRMS CONTENT MANAGER TIP 022

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.

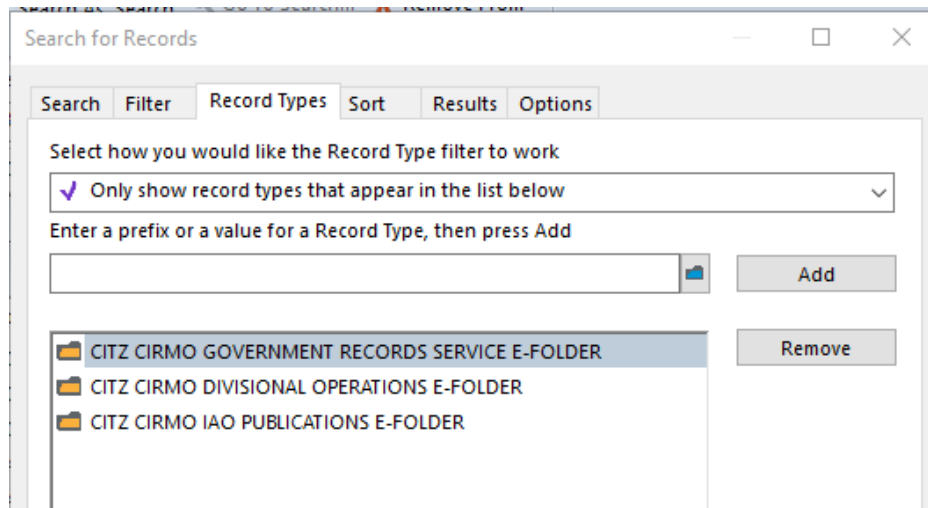


6. To search for all your Ministry E-folders, click the **ADD** button, then just start typing your Ministry acronym + *E-folder (e.g CITZ *e-folder).



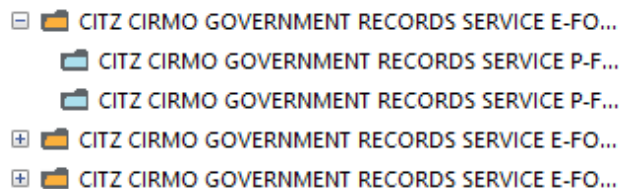
EDRMS CONTENT MANAGER TIP 022

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.



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 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

The dialog box includes tabs for Search, Filter, Record Types, Sort, Results, and Options. At the bottom, there are buttons for OK, Cancel, Open, Editor, and Help.

EDRMS CONTENT MANAGER TIP 022

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.

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

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.