

Creating Supplemental Folders in EDRMS Content Manager

Supplements are physical documents that comprise part of a file, but because of their size or other storage requirements, they are not contained in the file's physical folder(s). For example, large maps, sets of x-ray films, or videotape cassettes may be supplements.

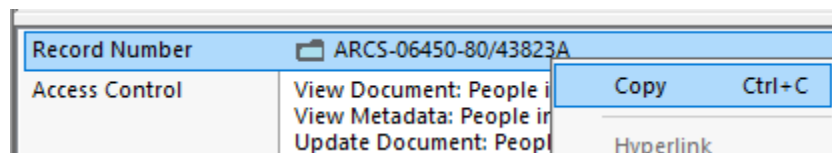
To show the relationship in EDRMS CM between a supplement and its corresponding folder, you use the “**Alternatively Within**” relationship, that is, you *alternatively contain* the supplement in its corresponding folder.

If the supplement is part of a file that has an e-folder, you alternatively contain the supplement in the e-folder.

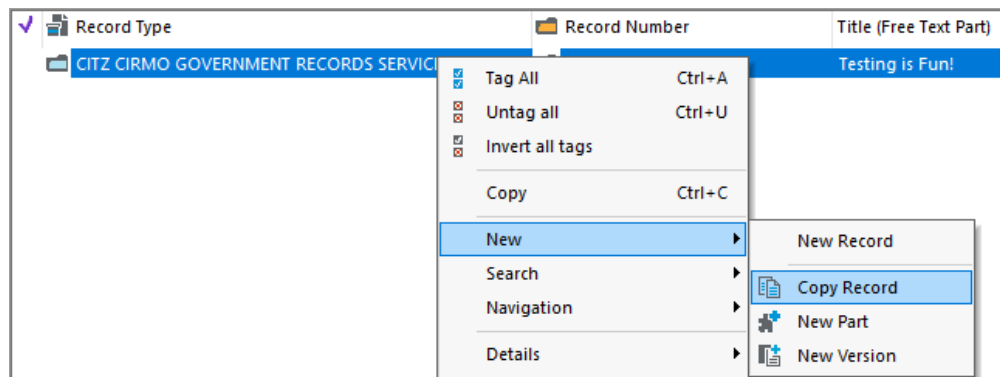
If the file consists only of physical records, you alternatively contain the supplement in the corresponding p-folder.

The following explains the most common situation where you create a supplement to an existing physical folder:

1. Find the p-folder for which you will create a supplement. Click on the **Record number** in the **View Pane** and copy the number (Ctrl+C or right click Copy)

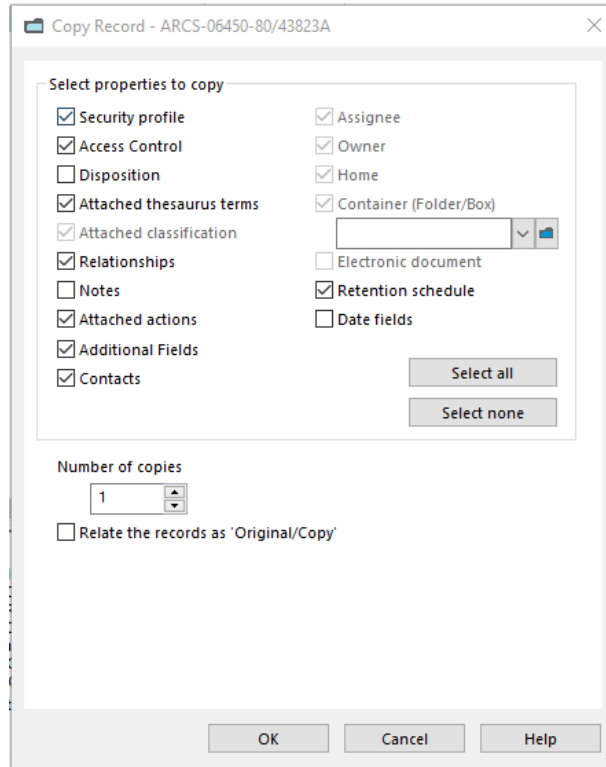


2. Now right click on the folder in the list pane and choose **New**, and **Copy Record**.



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3. Select the properties to copy over to the supplemental record. **Untick Disposition** and **Date fields** (typically date fields are not copied over, as the dates of supplementals may differ from the dates of the corresponding folder) and click **OK**.



4. The supplemental folder is created and is showing below the other folder. Right click on the supplemental folder and choose **Properties**.



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5. Add **SUPP01**, followed by a space, at the beginning of the **Title (Free Text Part)**. The SUPP prefix is required on all supplemental records. Supplements are numbered sequentially SUPP01, SUPP02, etc. As well they are dispositioned at the same time as the file they are alternatively contained within.

The screenshot shows a web application window titled 'CITZ CIRMO GOVERNMENT RECORDS SERVICE P-FOLD...'. It has a tabbed interface with 'Additional' selected. Under 'Additional', there are sub-tabs: 'General', 'Security / Access', 'Related Records', and 'Attached thesaurus terms'. The 'General' tab is active, showing fields for 'Classification' (ARCS-06450-80), 'Title (Structured Part)' (100001 - INFORMATION SYSTEM DEVELOPMENT & CHANGES - IT application/sys documentation: final versions), 'Title (Free Text Part)' (SUPP01 Test Oversized Map), 'Series record' (OPR), and 'Retention schedule' (SO 02Y SR).

6. In the **Alternative Container (Folder/Box)** field, paste the record number you copied (Ctrl+V or right click paste) OR enter the record number OR click the blue **KwikSelect** folder to locate the folder in which the supplement will alternatively be contained within.
7. In the **Hardcopy Media Type** field, clear what is there, then click the blue **KwikSelect** folder and choose the appropriate type if it is not a File Folder.

The screenshot shows a web application window with a form. The 'Alternative container (folder/box)' field contains 'ARCS-06450-80/43823A'. The 'Retrieval Code' field contains 'Zoe test'. The 'Date Created (Opened)' field shows '2023-02-14 7:50 AM'. The 'Date Closed' field is empty. The 'SO Date' field is empty. The 'Home' field shows 'CITZ CIRMO Government Records S'. The 'Assignee' field shows '<At home>CITZ CIRMO Governme'. The 'Hardcopy Media Type' field shows 'CARTOGRAPHIC - MAP'.

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8. At the remaining tabs, review, and update information as required. (e.g., the supplement may need to be given a different **Home/Assignee** location if it is too large to store with the original file. Use the **Notes** tab to provide any other details about the supplement or where stored if necessary).
9. Click **OK** to save the information.
10. The Supplement is now contained within the original folder, and you will see a **+**plus sign beside it indicating as such, if you click it you will see the contained supplement.

Record Type	Record Number	Title (Free Text Part)
CITZ CIRMO GOVERNMENT RECORDS SERVICE P-FO...	ARCS-06450-80/43823A	Testing is Fun!
CITZ CIRMO GOVERNMENT RECORDS SERVICE P-F...	ARCS-06450-80/43923A	SUPP01 Test Oversized Map

11. If you need the Date created updated, please send an email to EDRMS.help@gov.bc.ca with a reference to the supplement asking for the date to be updated.
12. If you have questions regarding the disposition of these records, please email your records team at GRS@gov.bc.ca.