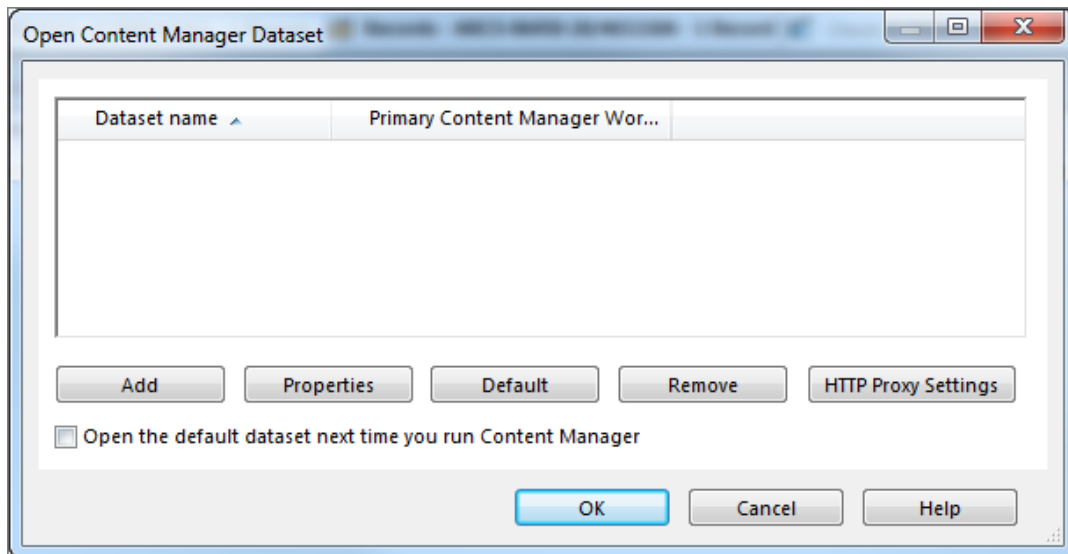


Tip 003: Selecting EDRMS Content Manager Datasets

Primary Audience: All Users

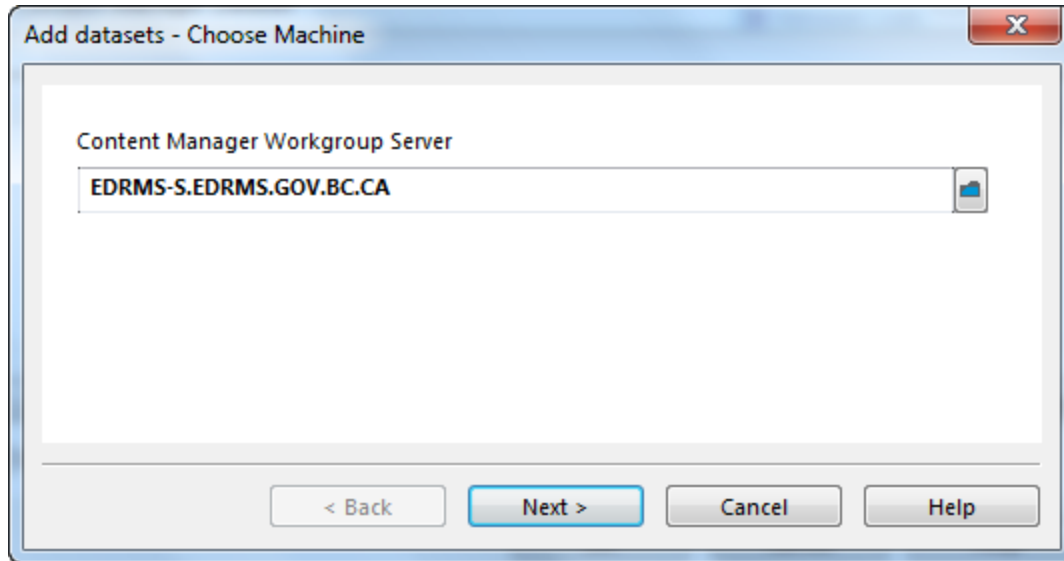
Purpose: When you first run EDRMS Content Manager you need to select the datasets you will be using. There are two production datasets. You can choose one to be your default; see the table on page 4.

1. From your start menu, select **All Programs** and then **EDRMS Content Manager**. You can also double click on the **EDRMS Content Manager** icon on your desktop (do not use the **EDRMS Content Manager Desktop** icon).
2. From the **File** menu, select **Open Dataset**.

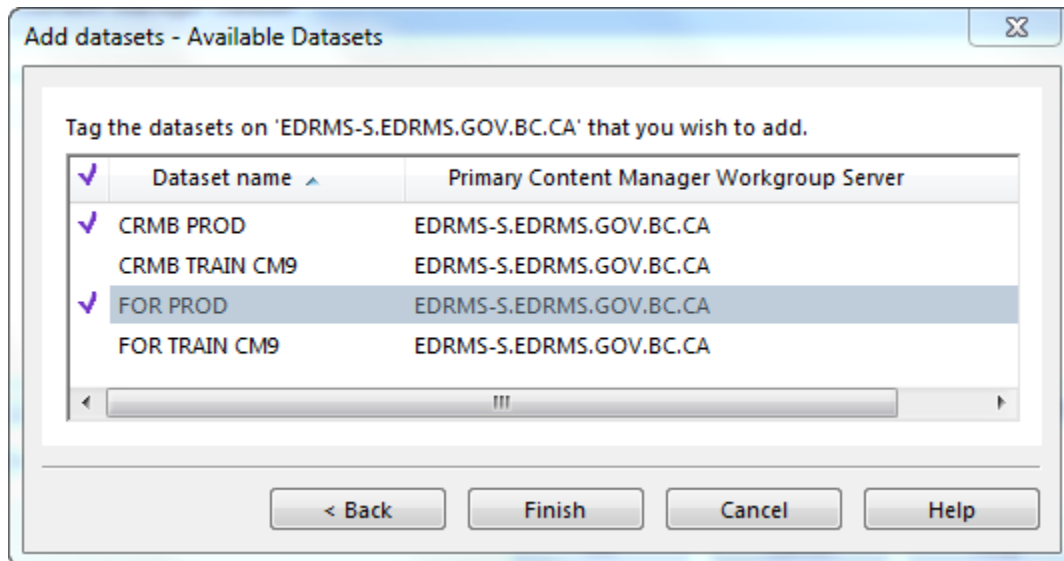


3. On the **Open Content Manager Dataset** popup, click **Add**.
4. On the **Add datasets – Choose Machine** popup, enter the name of the **Content Manager Workgroup Server**.
EDRMS-?.EDRMS.GOV.BC.CA where ? is the **first letter of your IDIR**.

EDRMS CONTENT MANAGER



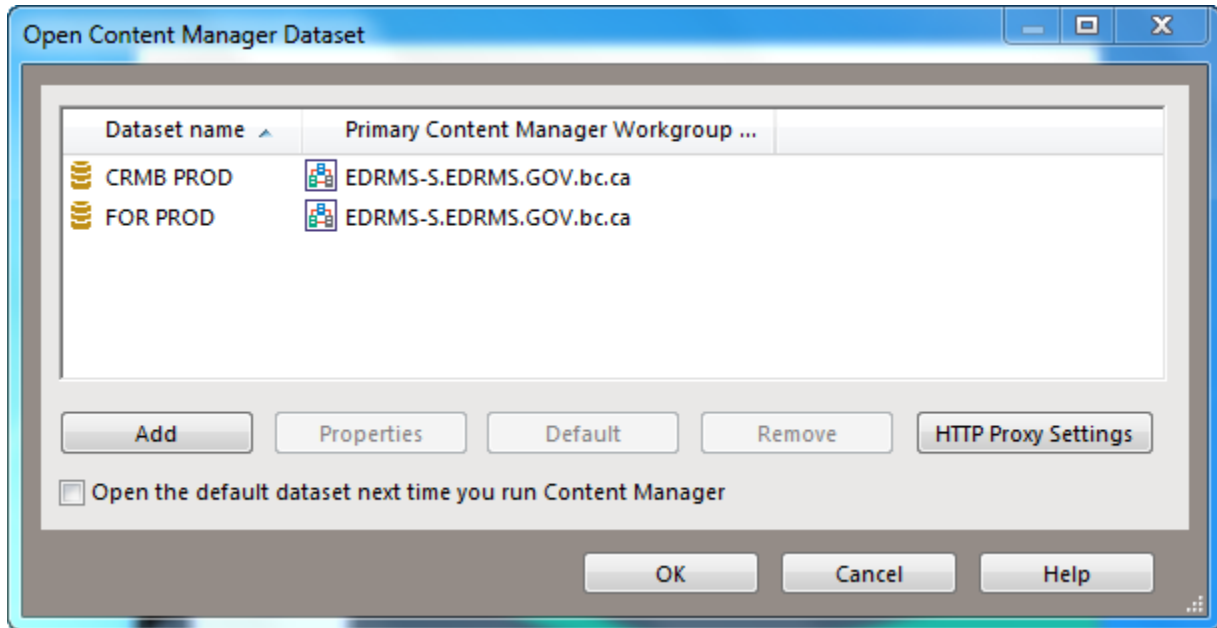
5. Click **Next**.
6. On the **Add datasets – Available Datasets** popup, a list of datasets will be displayed. Select the dataset(s) you need to work with. For EDRMS Content Manager these will be **CRMB PROD** and **FORPROD**.



7. Click **Finish**.

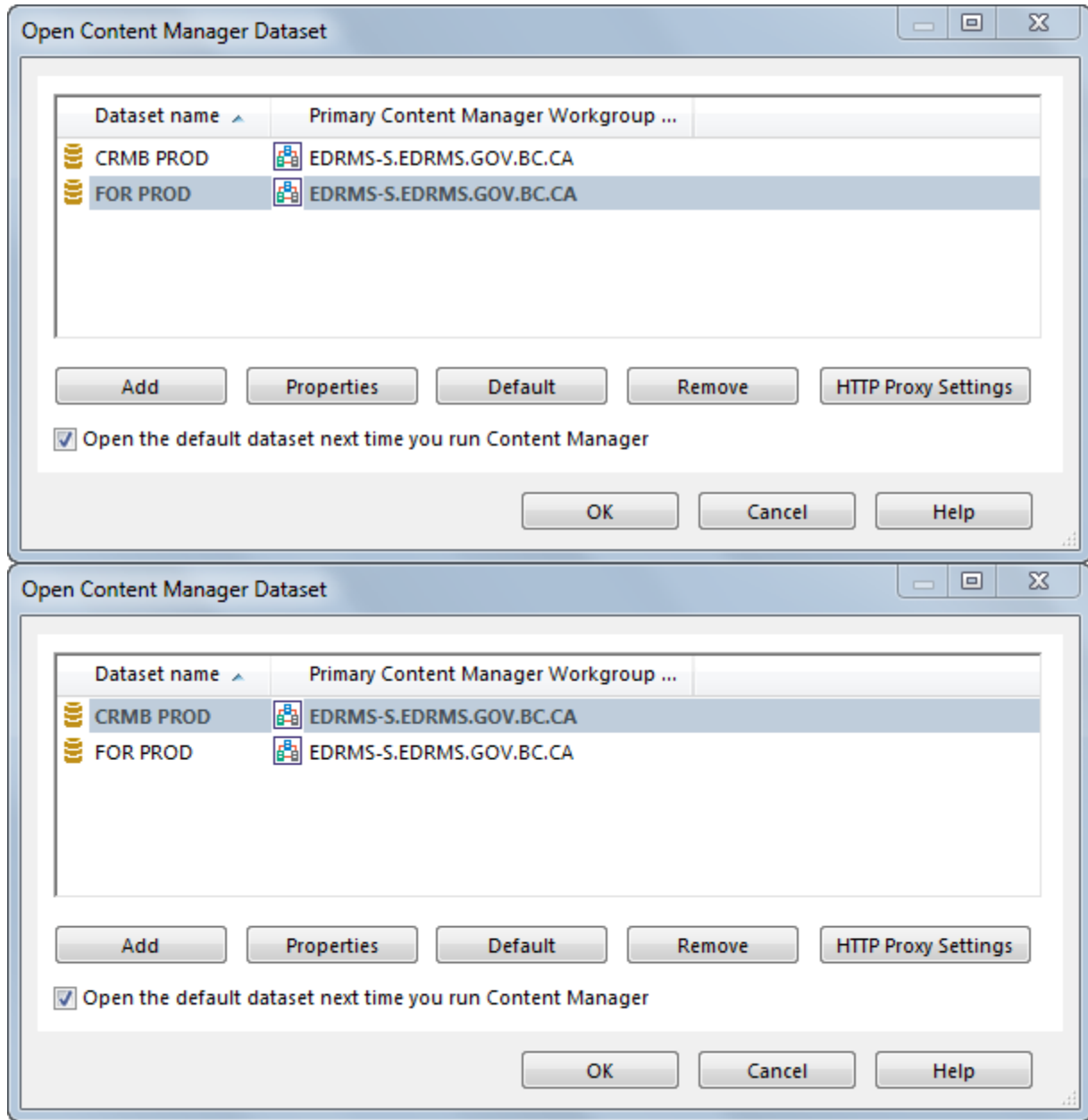
EDRMS CONTENT MANAGER

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**. Content Manager will open this dataset as your default next time you run it.



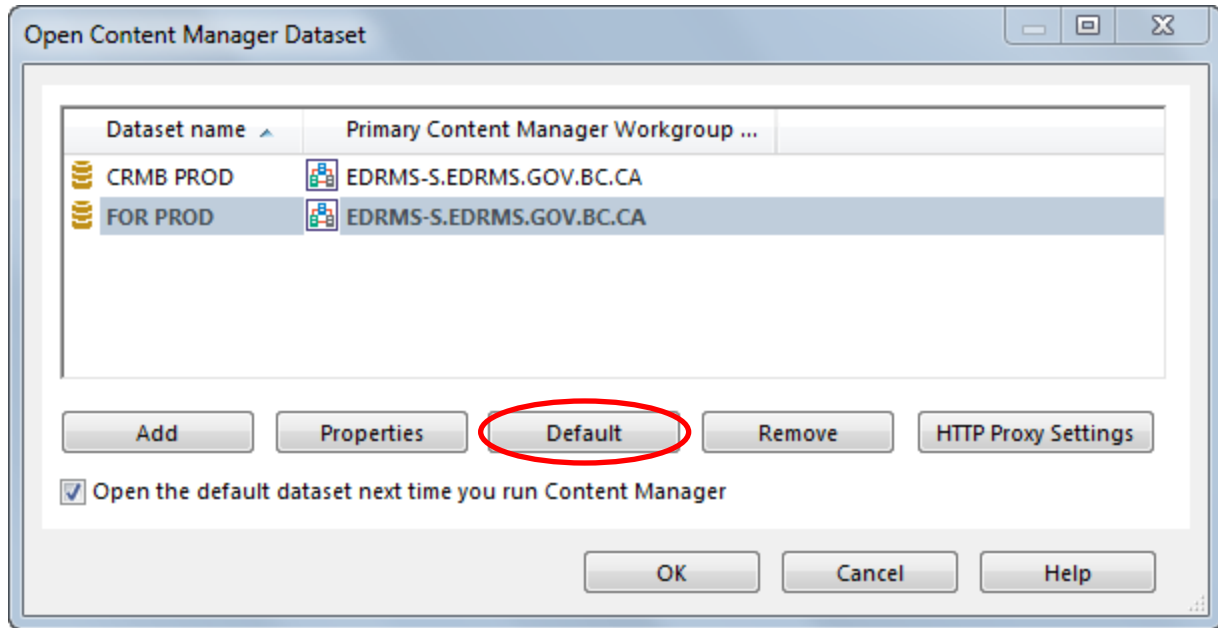
If your default dataset is **CRMB PROD**, your screen should look like this:

EDRMS CONTENT MANAGER



If your default dataset is **FOR PROD**, your screen should look like this:

EDRMS CONTENT MANAGER



The following table lists the datasets used by BC Ministries/Organizations:

FOR PROD	CRMB PROD
Indigenous Relations & Reconciliation (IRR)	Advanced Education, Skills and Training (AEST)
Agricultural Land Commission	Premier's Office
Agriculture (AGRI)	Children and Family Development (MCF)
Energy, Mines and Petroleum Resources (EMPR) Including: Natural Gas Development	Education (EDUC)
Environment & Climate Change Strategy (ENV)	Finance (FIN)
Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD)	Health (HLTH)
Integrated Land Management Bureau	Jobs, Trade and Technology (JTT)
	Attorney General (AG)
	Public Safety & Solicitor General & Emergency Management BC (PSSG)
	Public Service Agency (PSA)
	Social Development & Poverty Reduction (SDPR)
	Citizens' Services (CITZ)
	Municipal Affairs and Housing (MAH)
	Office of Housing Construction Standards (OHCS)
	Tourism, Arts and Culture (TAC)
	Transportation and Infrastructure (TRAN)