Tip 010:
Viewing ARCS and ORCS Classifications

Primary Audience: All Users

Purpose: Classifications assist users in the retrieval of records from EDRMS Content Manager by providing a standard naming and coding system for the titling of records. A consistent titling scheme enables more accurate and rapid retrieval of records from the EDRMS Content Manager dataset.

Refer to Tip 028: Adding Classifications to Favourites.

To view ARCS or ORCS classifications:

1. From the Manage tab, select Classifications. A list of all available classifications will be displayed.
2. Press the F7 button on your keyboard. The **Search for Classifications** popup gives you a variety of options for refining your search:
   a. Click Editor at the bottom of the popup and select Multi-field.
   b. To search for a Primary and its associated Secondary classifications, select **Search by classification number prefix** and enter the full Primary classification number. Click OK.
   c. To search for a Primary classification block, select **Search by classification word** and enter the title word that is common to that Primary block. Click OK.

   **Search by classification word** searches record title and notes fields. To extend your search, use the wildcard character at the end of your search word (for example, committee*).

   d. Uncheck **Show Classifications that are not in use** to exclude classifications that have been discontinued or superseded by a current classification.

3. Click **OK**.

4. Your search results will be displayed in the List Pane. To view further details about a single classification:
   a. Highlight the classification.
b. Right click anywhere in the View Pane.

c. Click Customize. The Classification View Pane is displayed.

d. Select fields from the Available Fields list and click Add.

e. Click OK. The details will be displayed in the View Pane.