Tip 023:
Opening E-Folders Faster

Primary Audience: All Users

Purpose: The standard EDRMS Content Manager setting allows you to expand e-folders in the search results list pane. From there, the documents contained in the e-folder and any records with a relationship of Alternatively Within are listed below (for example, p-folders that are ‘Alternatively Within’ an e-folder). This setting increases the time it takes to expand a folder when it contains a record with the relationship of Alternatively Within. To open e-folders faster, change the EDRMS Content Manager settings.

1. Select **Options** from the **File** menu.

2. On the **Content Manager Options** popup, select **Search Options**.

3. On the **Search Options** popup, under When displaying the contents of a folder, uncheck the **Include records with the alternatively within** relationship.
4. When you have changed the setting you will no longer see all records with an **Alternatively Within** relationship in the open e-folder. To see all related records:
   a. Right click on the folder.
   b. Select **Properties**.
   c. Select the **Related Records** tab which displays all records related to the selected folder.
You can also add the Alternative Container field as a column in either the list or view pane. Refer to Tip 029: Formatting and Customizing Columns.