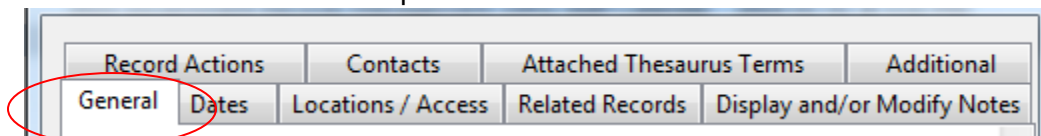


# EDRMS TRIM Tip

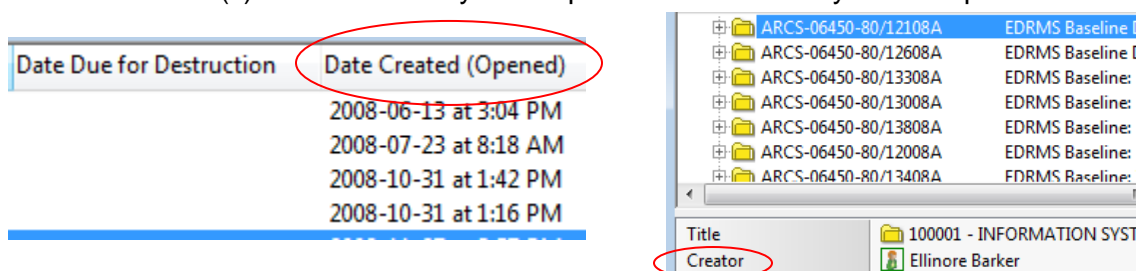
## Working with Discontinued Classifications

**Primary Audience:** Information Workers

Information workers cannot view the Properties – Beyond those under the General tab – for records classified under closed or superseded classifications.



To view information that is found under the other tabs (i.e., Dates, Locations, Notes, etc), add the relevant field(s) as a column in your list pane or as a field in your view pane.



To change information found under the other **Properties** tabs, highlight or tag the appropriate records in your list pane, right-click and:

- To change or add **SO Date**  
Select **Details > Additional Fields**. Choose **SO DATE** from the **User fields to change list**. Click **Modify**. Enter the correct date in the **New Value** field. Click **OK**.
- To change **Home Location**  
Select **Locations > Home**. Enter the name of the new location in the **Home Location** field.
- To change **Assignee**  
Select **Locations > Assignee**. Select either **Set to Location**, **Set Home Location**, or **Set to Earliest Requestor**, or **Set as Missing**. Click **OK**.
- To change **Owner**  
Select **Locations > Owner > Set to Owner Location**. Click **OK**.
- To add **Notes**  
Select **Details > Notes**. Click **Add Notes** and add the note. Move the note to the beginning to facilitate the reading by human or the end to facilitate a keyword search. Ensure the **Insert new notes with a user stamp box** is ticked as default. Click **OK**.
- To add a **New Part**  
Select **New > New Part**. This will not be available if folder/box record is closed