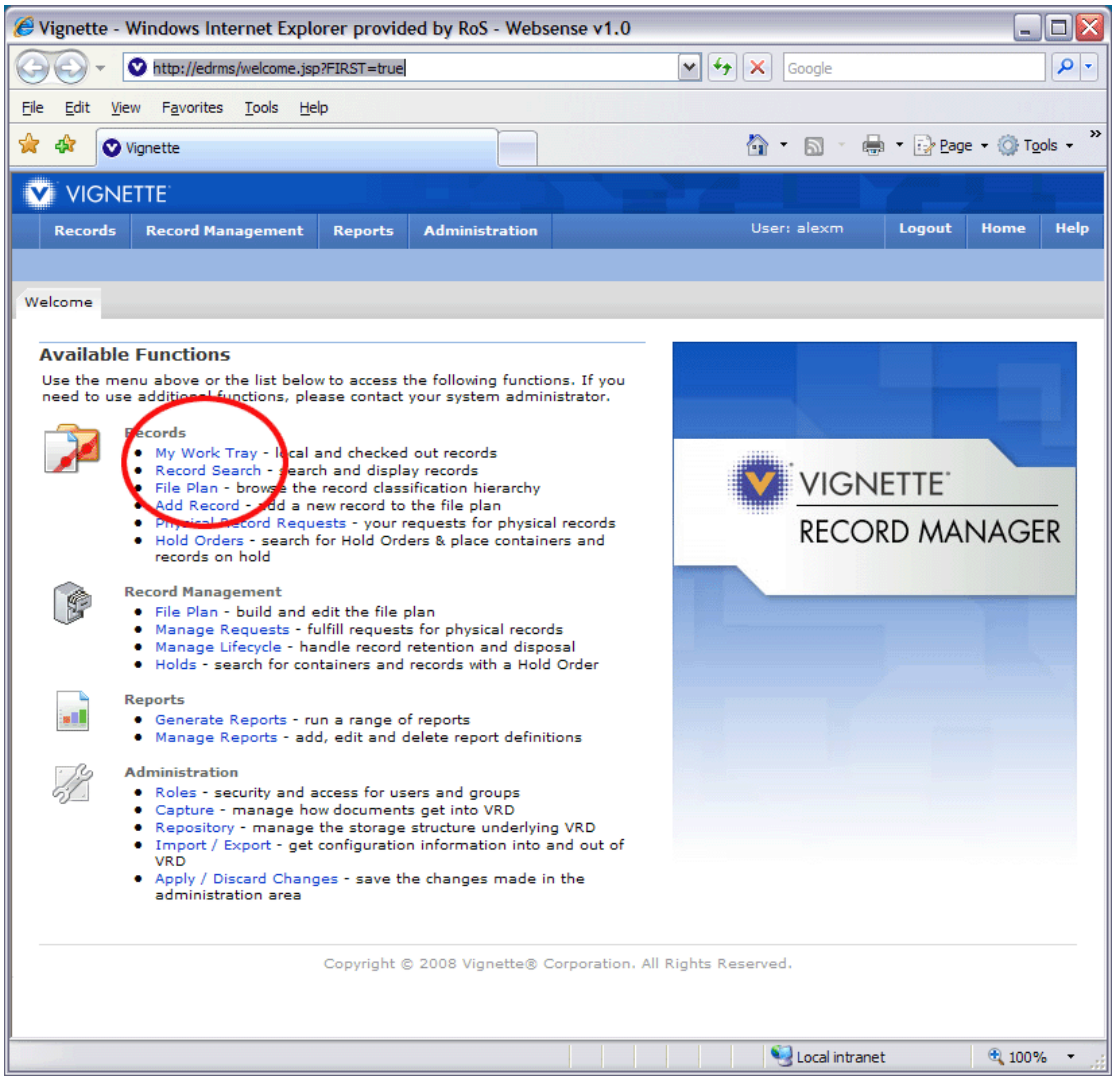
Searching *a non domino* files using the EDRMS

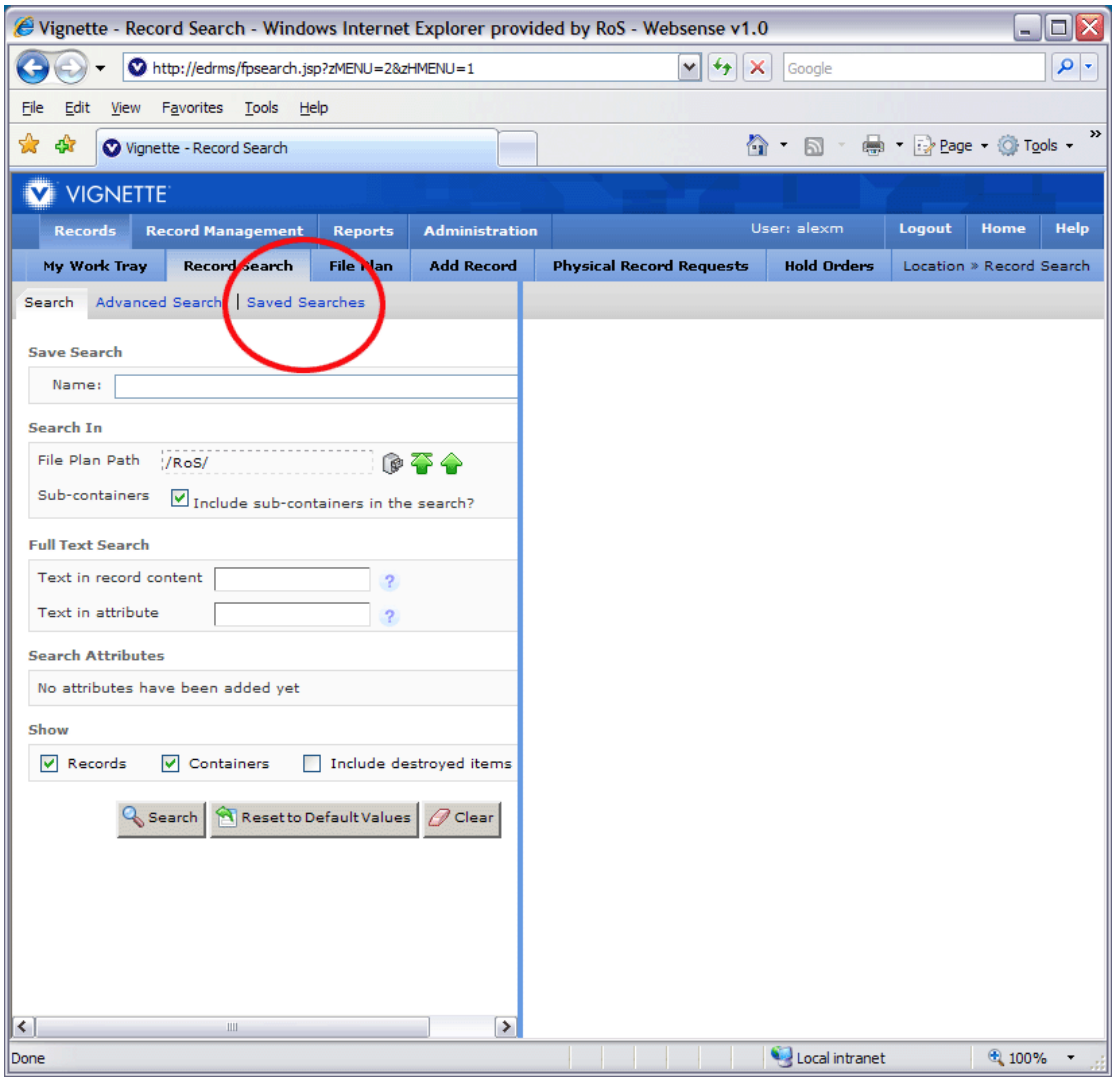
1. Open EDRMS

EDRMS is available via RoS Apps on Chrome.

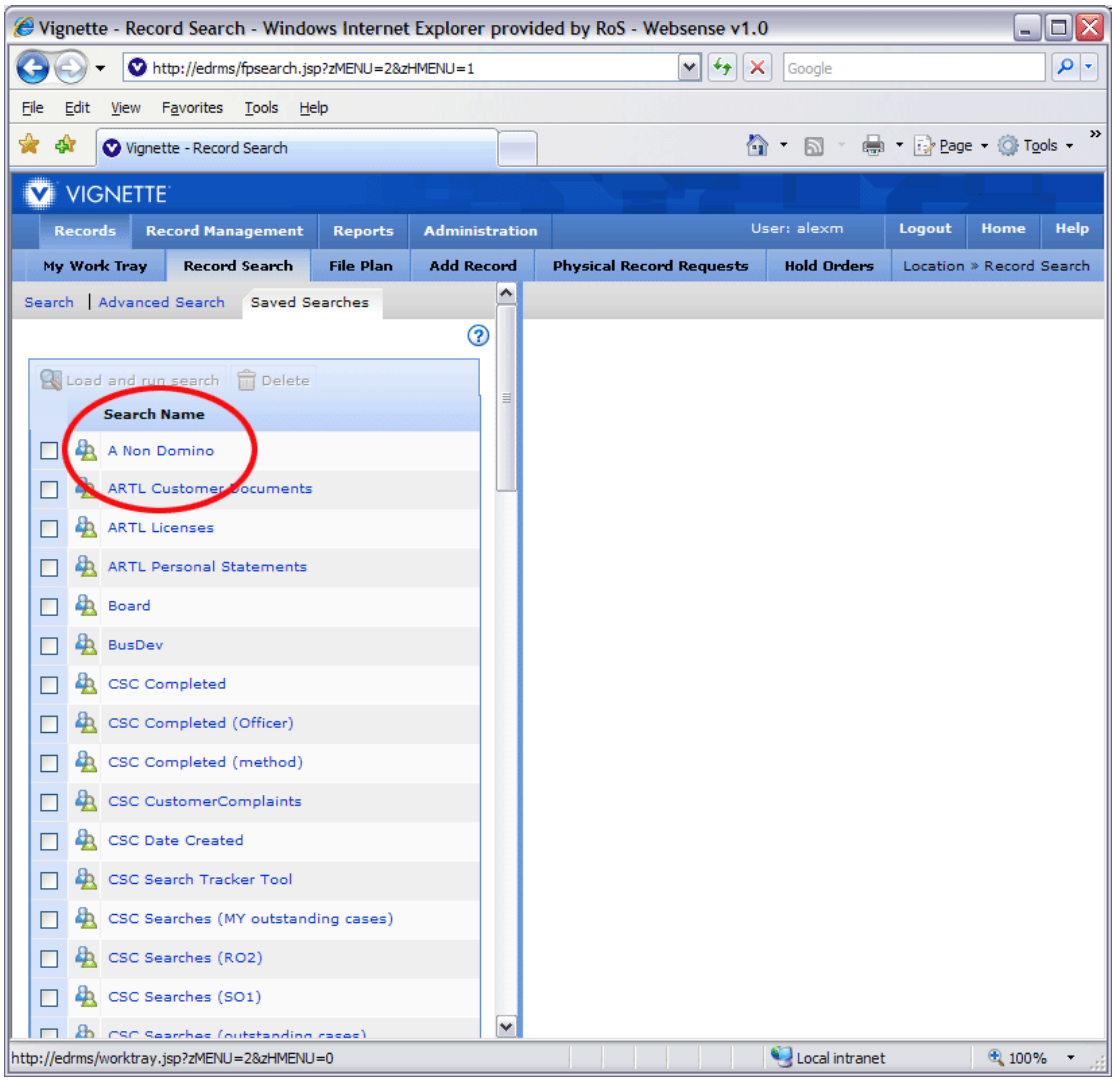
2. Select Record Search



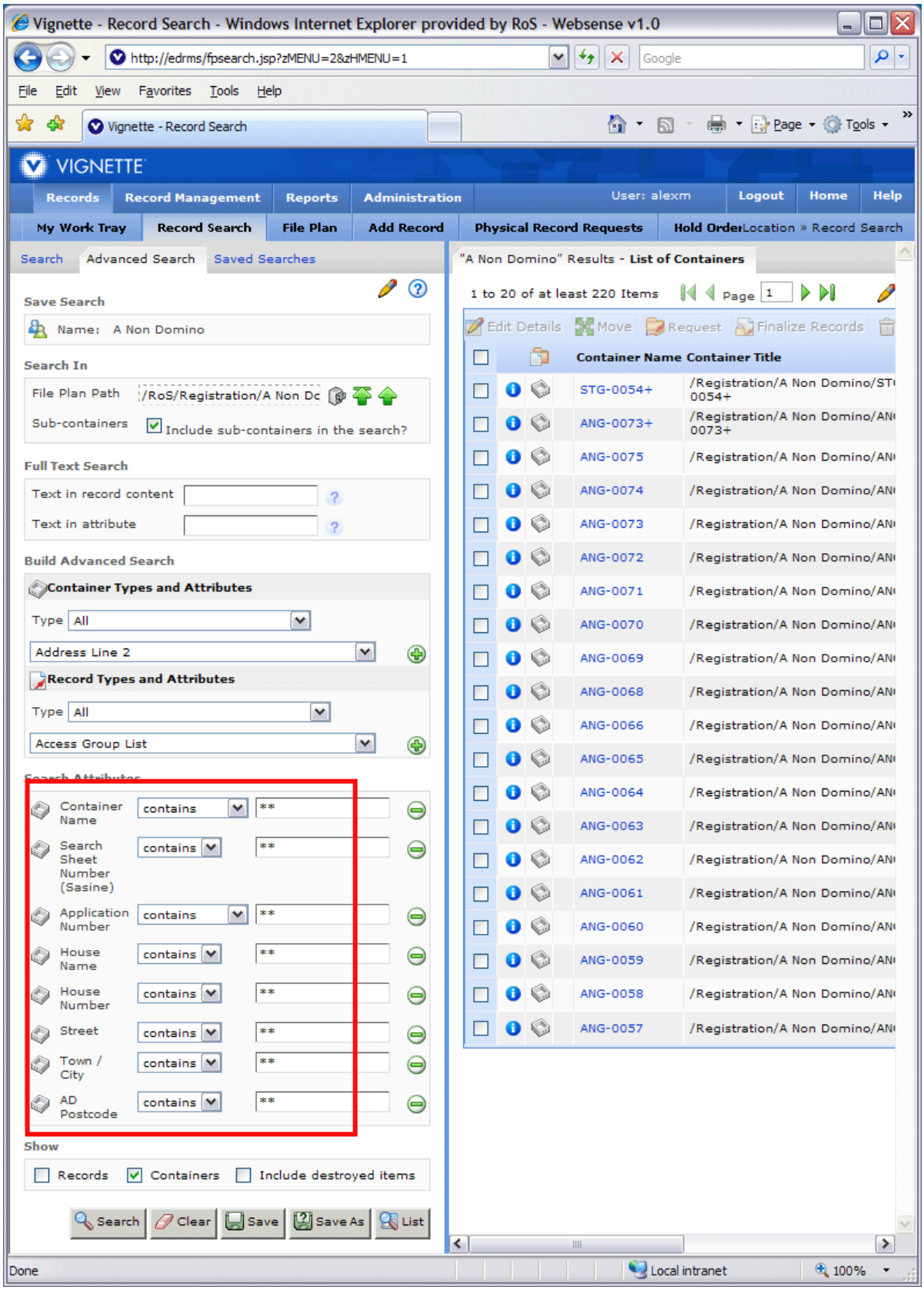
3. Select Saved Searches



4. Select A Non Domino



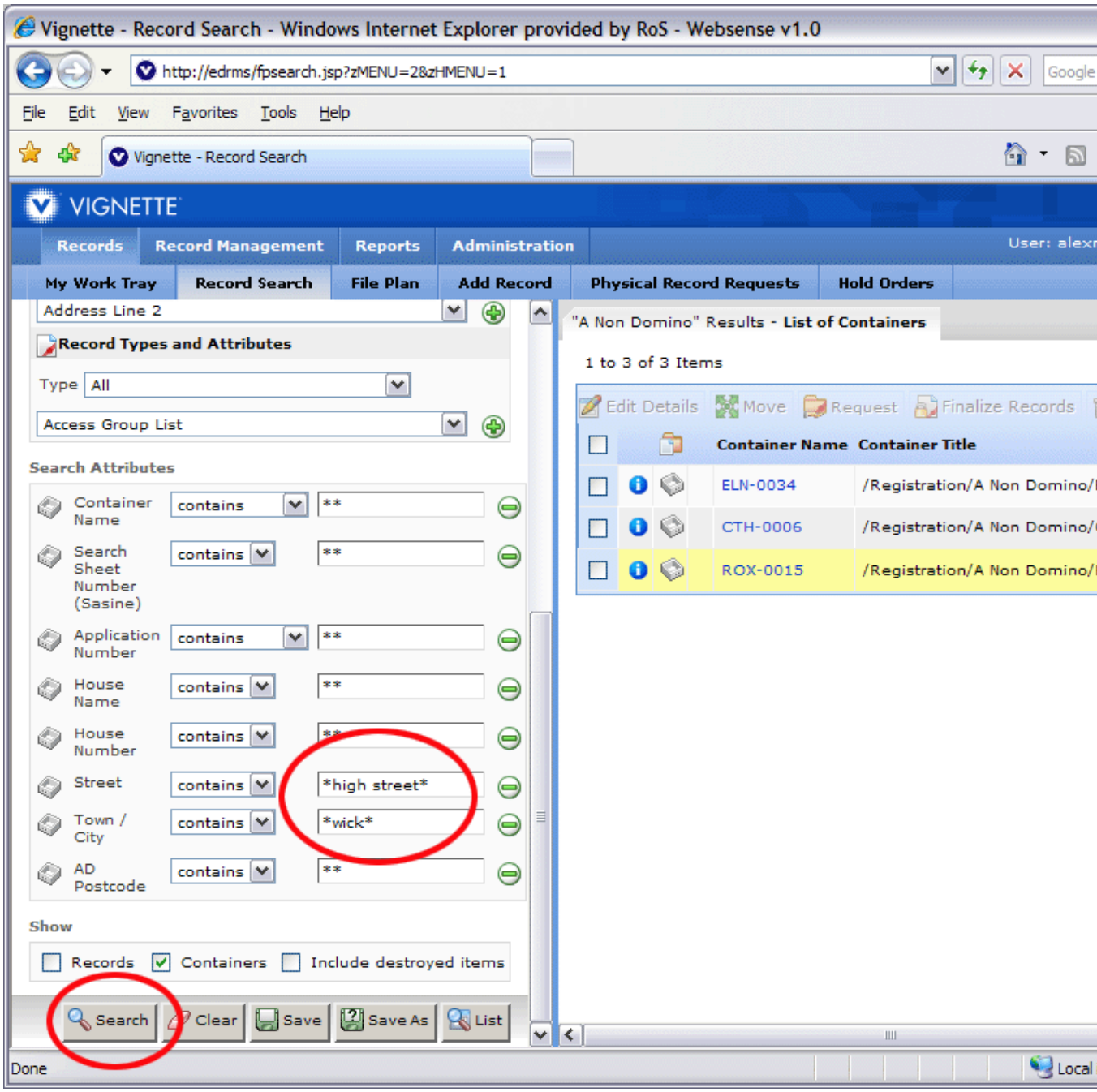
5. … and you arrive at the search screen



6. How to do a typical search

Now, let's say you're searching for an a non domino file relating to High Street, Wick.

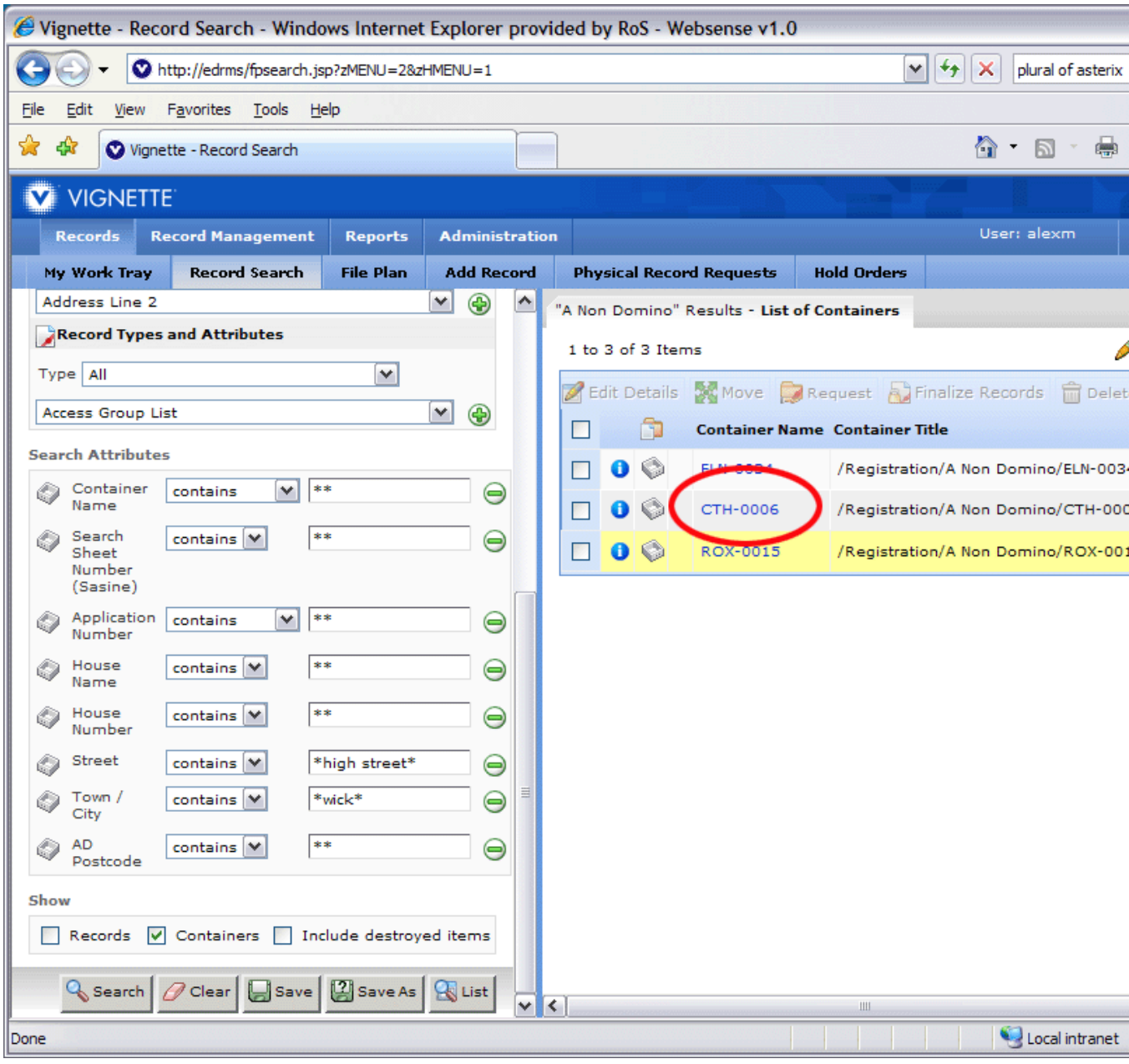
- Type High Street into the Street field
- Type Wick into the Town field
- Important: Enter the text between the asterisks
- Then press Search



7. Viewing the results

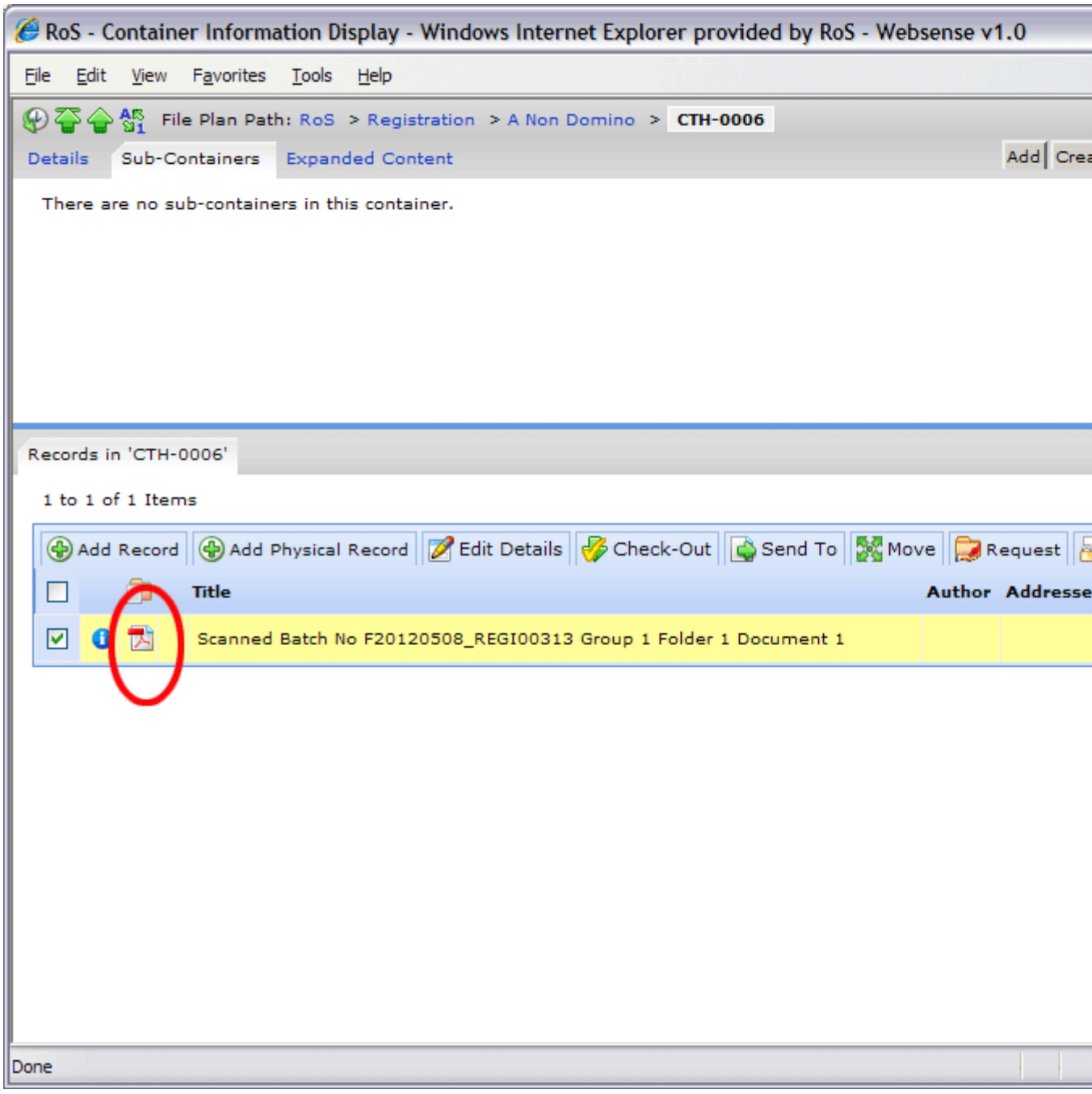
You will now see a window that looks like this.
There might be a few results that aren't relevant. This is because the EDRMS will look for High Street, North Berwick, High Street, Hawick, etc, as well as High Street, Wick. But in this case, it's easy to see which is the correct result, because only one result is in Caithness.

Select the Container Name - that's the blue link circled in this diagram.



8. Viewing the a non domino file

Select the Acrobat icon - that's the small white rectangle with the red logo - and the a non domino file will pop up in a new window.



9. Making a copy of the a non domino file

If you need to make a copy of the file you can print a copy, or save a copy to your My Documents folder.
Remember to delete or discard any copies as soon as they are no longer required.