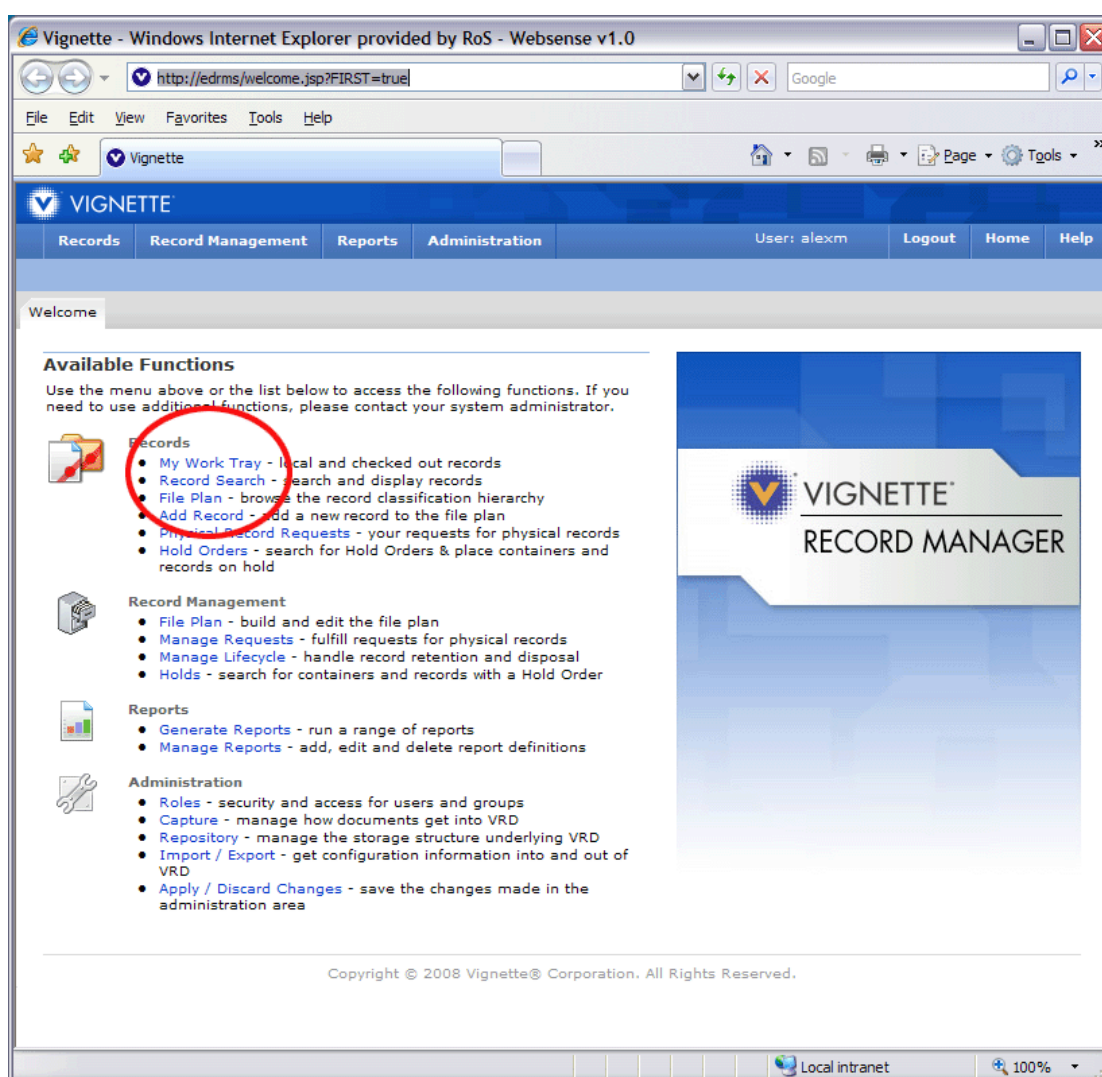


Searching a *non domino* files using the EDRMS

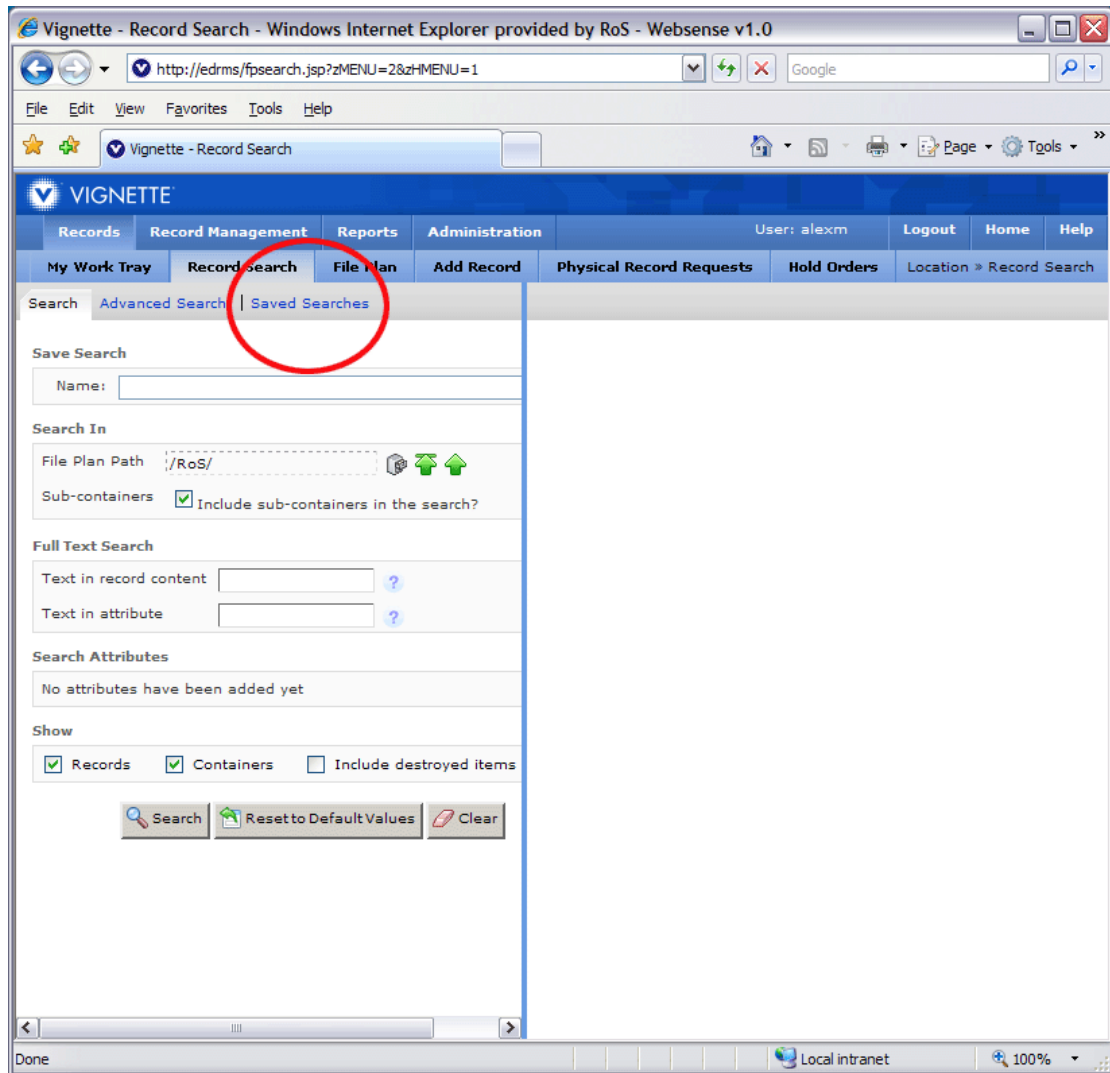
1. Open EDRMS

EDRMS is available via RoS Apps on Chrome.

2. Select Record Search



3. Select Saved Searches



4. Select A Non Domino

The screenshot shows the Vignette Record Search interface in Internet Explorer. The browser title is "Vignette - Record Search - Windows Internet Explorer provided by RoS - Websense v1.0". The address bar shows the URL "http://edrms/fpsearch.jsp?zMENU=2&zHMENU=1". The page has a blue header with the Vignette logo and navigation tabs: "Records", "Record Management", "Reports", "Administration", "User: alexm", "Logout", "Home", and "Help". Below the header is a secondary navigation bar with "My Work Tray", "Record Search", "File Plan", "Add Record", "Physical Record Requests", "Hold Orders", and "Location » Record Search". The main content area has tabs for "Search", "Advanced Search", and "Saved Searches". A table of search results is displayed, with the following columns: "Search Name" (circled in red), "Load and run search", and "Delete". The table lists various search names, including "A Non Domino", "ARTL Customer Documents", "ARTL Licenses", "ARTL Personal Statements", "Board", "BusDev", "CSC Completed", "CSC Completed (Officer)", "CSC Completed (method)", "CSC CustomerComplaints", "CSC Date Created", "CSC Search Tracker Tool", "CSC Searches (MY outstanding cases)", "CSC Searches (RO2)", "CSC Searches (SO1)", and "CSC Searches (outstanding cases)". The status bar at the bottom shows the URL "http://edrms/worktray.jsp?zMENU=2&zHMENU=0", "Local intranet", and "100%".

Search Name	Load and run search	Delete
<input type="checkbox"/> A Non Domino		
<input type="checkbox"/> ARTL Customer Documents		
<input type="checkbox"/> ARTL Licenses		
<input type="checkbox"/> ARTL Personal Statements		
<input type="checkbox"/> Board		
<input type="checkbox"/> BusDev		
<input type="checkbox"/> CSC Completed		
<input type="checkbox"/> CSC Completed (Officer)		
<input type="checkbox"/> CSC Completed (method)		
<input type="checkbox"/> CSC CustomerComplaints		
<input type="checkbox"/> CSC Date Created		
<input type="checkbox"/> CSC Search Tracker Tool		
<input type="checkbox"/> CSC Searches (MY outstanding cases)		
<input type="checkbox"/> CSC Searches (RO2)		
<input type="checkbox"/> CSC Searches (SO1)		
<input type="checkbox"/> CSC Searches (outstanding cases)		

5. ... and you arrive at the search screen

The screenshot displays the Vignette Record Search interface. The browser window title is "Vignette - Record Search - Windows Internet Explorer provided by RoS - Websense v1.0". The address bar shows the URL "http://edrms/fpsearch.jsp?zMENU=2&zHMENU=1". The page features a navigation menu with options like "Records", "Record Management", "Reports", "Administration", "User: alexm", "Logout", "Home", and "Help". The main content area is titled "VIGNETTE" and includes a "Search" section with various search options.

The search criteria are highlighted with a red box:

- Container Name: contains **
- Search Sheet Number (Sasine): contains **
- Application Number: contains **
- House Name: contains **
- House Number: contains **
- Street: contains **
- Town / City: contains **
- AD Postcode: contains **

The search results are displayed in a table titled "A Non Domino" Results - List of Containers. The table shows 1 to 20 of at least 220 items. The results include container names and titles, such as "STG-0054+ /Registration/A Non Domino/STG-0054+", "ANG-0073+ /Registration/A Non Domino/ANG-0073+", "ANG-0075 /Registration/A Non Domino/ANG-0075", "ANG-0074 /Registration/A Non Domino/ANG-0074", "ANG-0073 /Registration/A Non Domino/ANG-0073", "ANG-0072 /Registration/A Non Domino/ANG-0072", "ANG-0071 /Registration/A Non Domino/ANG-0071", "ANG-0070 /Registration/A Non Domino/ANG-0070", "ANG-0069 /Registration/A Non Domino/ANG-0069", "ANG-0068 /Registration/A Non Domino/ANG-0068", "ANG-0066 /Registration/A Non Domino/ANG-0066", "ANG-0065 /Registration/A Non Domino/ANG-0065", "ANG-0064 /Registration/A Non Domino/ANG-0064", "ANG-0063 /Registration/A Non Domino/ANG-0063", "ANG-0062 /Registration/A Non Domino/ANG-0062", "ANG-0061 /Registration/A Non Domino/ANG-0061", "ANG-0060 /Registration/A Non Domino/ANG-0060", "ANG-0059 /Registration/A Non Domino/ANG-0059", "ANG-0058 /Registration/A Non Domino/ANG-0058", and "ANG-0057 /Registration/A Non Domino/ANG-0057".

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

The screenshot shows the Vignette Record Search interface in a Windows Internet Explorer browser. The browser title is "Vignette - Record Search - Windows Internet Explorer provided by RoS - Websense v1.0". The address bar shows the URL "http://edrms/fpsearch.jsp?zMENU=2&zHMENU=1". The interface has a blue header with the Vignette logo and the word "VIGNETTE". Below the header are several tabs: "Records", "Record Management", "Reports", and "Administration". Under "Record Management", there are sub-tabs: "My Work Tray", "Record Search", "File Plan", "Add Record", "Physical Record Requests", and "Hold Orders". The "Record Search" sub-tab is active. On the left side, there is a "Search Attributes" section with several fields, each with a "contains" dropdown and a text input field. The "Street" field contains "*high street*" and the "Town / City" field contains "*wick*", both of which are circled in red. Below the search attributes is a "Show" section with checkboxes for "Records", "Containers" (which is checked), and "Include destroyed items". At the bottom of the search section, there are buttons for "Search", "Clear", "Save", "Save As", and "List", with the "Search" button also circled in red. On the right side, there is a results pane titled "A Non Domino" Results - List of Containers" showing "1 to 3 of 3 Items". The results are displayed in a table with columns for "Container Name" and "Container Title". The table contains three rows: "ELN-0034", "CTH-0006", and "ROX-0015". The "ROX-0015" row is highlighted in yellow. Above the table are icons for "Edit Details", "Move", "Request", and "Finalize Records".

Vignette - Record Search - Windows Internet Explorer provided by RoS - Websense v1.0

http://edrms/fpsearch.jsp?zMENU=2&zHMENU=1

VIGNETTE

Records Record Management Reports Administration User: alex

My Work Tray Record Search File Plan Add Record Physical Record Requests Hold Orders

Address Line 2

Record Types and Attributes

Type All

Access Group List

Search Attributes

Container Name contains **

Search Sheet Number (Sasine) contains **

Application Number contains **

House Name contains **

House Number contains **

Street contains *high street*

Town / City contains *wick*

AD Postcode contains **

Show

Records Containers Include destroyed items

Search Clear Save Save As List

"A Non Domino" Results - List of Containers

1 to 3 of 3 Items

	Container Name	Container Title
<input type="checkbox"/>	ELN-0034	/Registration/A Non Domino/
<input type="checkbox"/>	CTH-0006	/Registration/A Non Domino/
<input type="checkbox"/>	ROX-0015	/Registration/A Non Domino/

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.

The screenshot shows the Vignette Record Search interface in a Windows Internet Explorer browser. The browser address bar shows the URL: <http://edrms/fpsearch.jsp?zMENU=2&zHMENU=1>. The page title is "Vignette - Record Search".

The interface has a navigation menu with tabs: Records, Record Management, Reports, Administration, My Work Tray, Record Search, File Plan, Add Record, Physical Record Requests, and Hold Orders. The user is logged in as "alexm".

The main content area is titled "A Non Domino" Results - List of Containers. It shows a list of 3 items. The first item is circled in red:

Container Name	Container Title
ELN-0004	/Registration/A Non Domino/ELN-0004
CTH-0006	/Registration/A Non Domino/CTH-0006
ROX-0015	/Registration/A Non Domino/ROX-0015

The search attributes on the left side of the interface are:

- Container Name: contains **
- Search Sheet Number (Sasine): contains **
- Application Number: contains **
- House Name: contains **
- House Number: contains **
- Street: contains *high street*
- Town / City: contains *wick*
- AD Postcode: contains **

The "Show" section has the following options:

- Records
- Containers
- Include destroyed items



At the bottom, there are buttons for Search, Clear, Save, Save As, and List.

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.

The screenshot shows a web browser window titled "RoS - Container Information Display - Windows Internet Explorer provided by RoS - Websense v1.0". The address bar shows the file plan path: "RoS > Registration > A Non Domino > CTH-0006". The browser has tabs for "Details", "Sub-Containers", and "Expanded Content". The main content area displays the message: "There are no sub-containers in this container."

Below this, a section titled "Records in 'CTH-0006'" shows "1 to 1 of 1 Items". A toolbar contains several actions: "Add Record", "Add Physical Record", "Edit Details", "Check-Out", "Send To", "Move", and "Request".

<input type="checkbox"/>		Title	Author	Address
<input checked="" type="checkbox"/>		Scanned Batch No F20120508_REGI00313 Group 1 Folder 1 Document 1		

The Acrobat icon in the second row of the table is circled in red. The status bar at the bottom of the browser window shows "Done".

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.