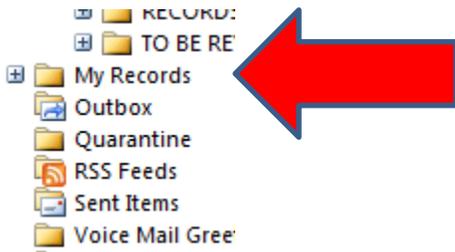


SEARCHING RECORDS IN THE ERMS:

To complete a search within CARM, select the "MY RECORDS" folder within Outlook



My Records - EMCBC Production

CA Records Manager

logged in as Reid, Kathy



- Documents
- Folders
- Box
- Categories

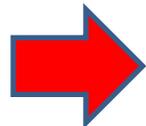
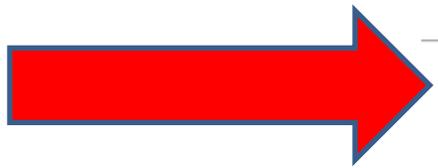
By selecting "folders" and then search, you can view all the folders you have access to.

- Search of Profiles and/or Content
- Document Filed By Me in the Last 7 Days
- EV Search

- My Saved Searches
- My Favorites
- Ticklers
- My File Plan and Retention Schedule Report

Records Management
Records Management on CBC Services

RM HELP
CARM Help



Selecting "My File Plan..." will provide you a report showing all record categories available to your organization (Organizational File Plan).

Select **“Search of Profiles and/or Content”**

The screenshot shows a web interface titled "Search of Profiles and/or Content" with "EMCBC Production" in the top right corner. On the left, there is a vertical navigation menu with "Y" and "ENTER" labels. The main area contains a table for selecting search areas:

Areas to Search	Category	Folder	Document
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Category Title	<input checked="" type="checkbox"/> Arrangement, Special Handling	<input checked="" type="checkbox"/> Folder Title
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Category Description	<input checked="" type="checkbox"/> Folder Notes	<input checked="" type="checkbox"/> Document Description
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Description Cont.		<input checked="" type="checkbox"/> Subject
			<input checked="" type="checkbox"/> Content

Below the table is a search input field with a red arrow pointing to it. To the left of the input field are the labels "All" and "None". Below the input field are checkboxes for "Fuzzy" and "Synonyms". At the bottom, there are controls for "Hits Limit" (set to 300), "Sort by" (set to Code), and a checked "Show Tree" option, followed by "Search", "Clear", and "Home" buttons.

This search will allow you to complete full text searches (email and attachments), as well as paper folders.

Enter search content like “tank vault” and click **“search”**

Search results are for only those records “you” have authorization to see. For complete search contact your Records Management Field Officer (RMFO)/Records Manager