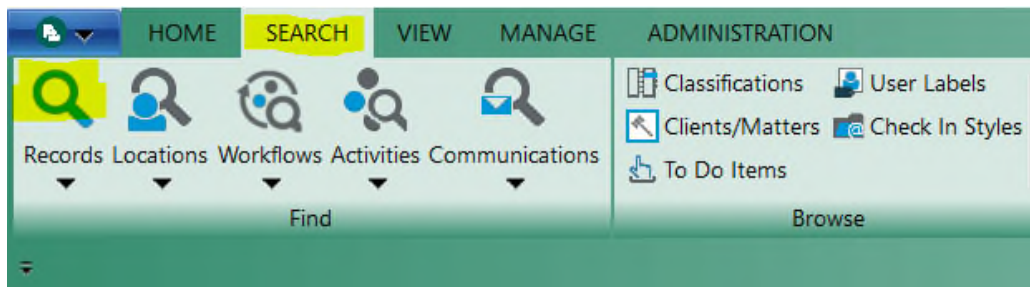




Searching for Records without Classifications

The following instructions will take you through the steps to identify Classification Folders that do not currently have a retention period applied. This is usually because the folder's Classification field has been left blank.

Click on Search Menu> search for records (by clicking on the magnifying lens):



Search by **Classification**> **leave the second-row blank** 'enter the classification to search' and select the **search style** for classifications '**a list of classifications**' from the drop down (**as highlighted below**):



Searching for Records without Classifications

Search for Records

Search Filter Record Types Sort Results Options

Search By
Classification

Enter the Classification to search by and press Add to add to the list

Add

Add Recursively

Remove

Select search style for Classification
A list of Classifications

AND OR New Insert Delete (,) NOT Reset

classification[]

OK Cancel Open Editor Help

Tag the record Type/s (Classification Folder)

Search for Records

Search Filter Record Types Sort Results Options

Record Type

- 1- Template Volume
- 2- Template Root Folder
- 3- Template Classification Folder
- 4- Template Sub Folder
- 5- Template Document
- 5- Template Document Published

OK Cancel Open Editor Help



Searching for Records without Classifications

Once you choose the record type, go back to the Search tab, and select the following option again **‘a list of classifications’** (it resets every time when you switch tabs):



Hit ok> the results will appear on the list pane:

✓	Title (Free Text Part)	Record Number	Classification
+	access test	ACF/17/1	
+	Grading	ACF/17/2	
+	PGE	ACF/18/3	
+	test	ACF/18/1	
+	Another Test Folder	ACF/17/9	
+	Roll_Call	ACF/17/8	
+	access test	ACF/17/4	