EMC² documentum

PEARSON

View Locations

Learning Objectives

In this Job Aid, you will learn how to view content locations with the:

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Overview

To determine where an object is located in the repository, use either the **Locations** feature or **File Path** column.

Viewing an object's location can help you determine the location of content found through searching.

You must also use the **Locations** feature if you plan to Bulk Export content found through searching or from your **Subscriptions** node, since bulk exported content must be exported from its original location in the repository.

When you view locations for content, the **Locations** screen displays the parent folder for a single unlinked object, or all of the folders that an object is linked to if it is a linked object.

Security Info

You need a minimum of **BROWSE** permission to view locations for a file.
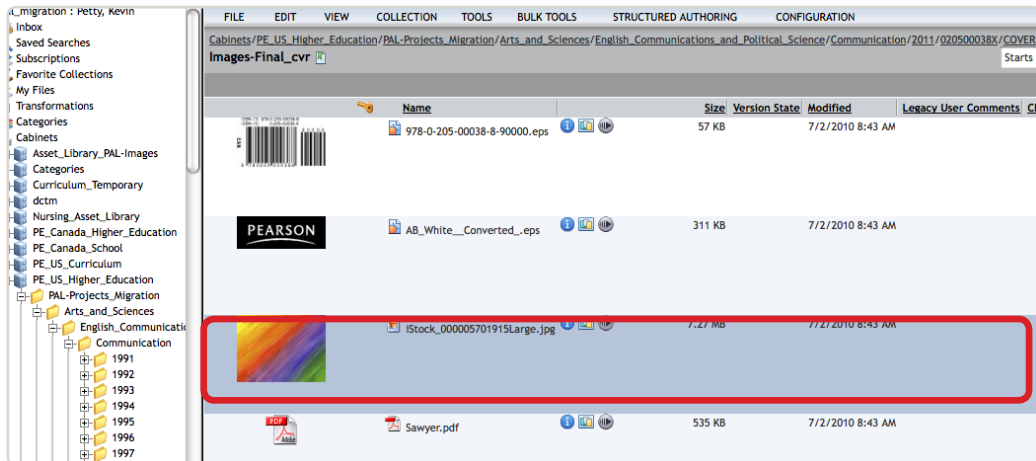
More Info

See the Documentum **Change Content Locations Job Aid** *for additional information about linking content.*
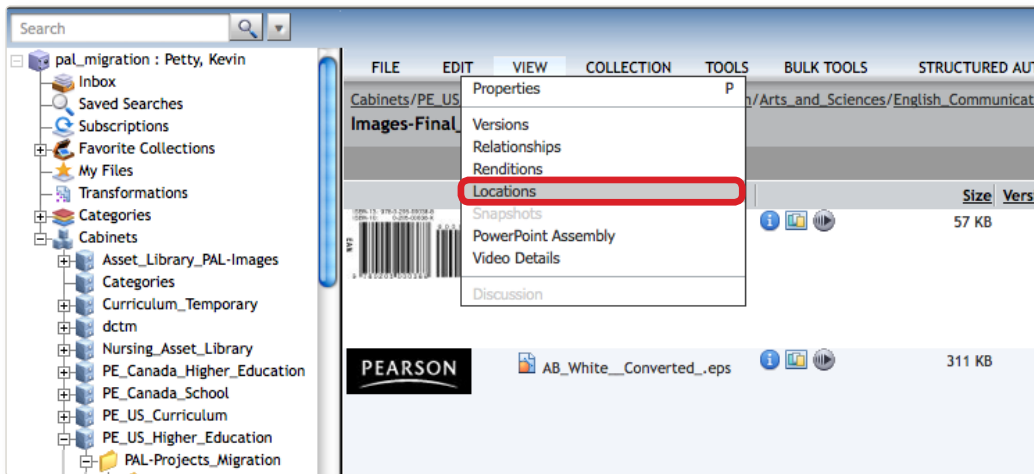
1 | Locations feature

The Locations feature displays content locations on the **Locations** screen within the Content pane.

1   Select a file or folder in the Content pane.

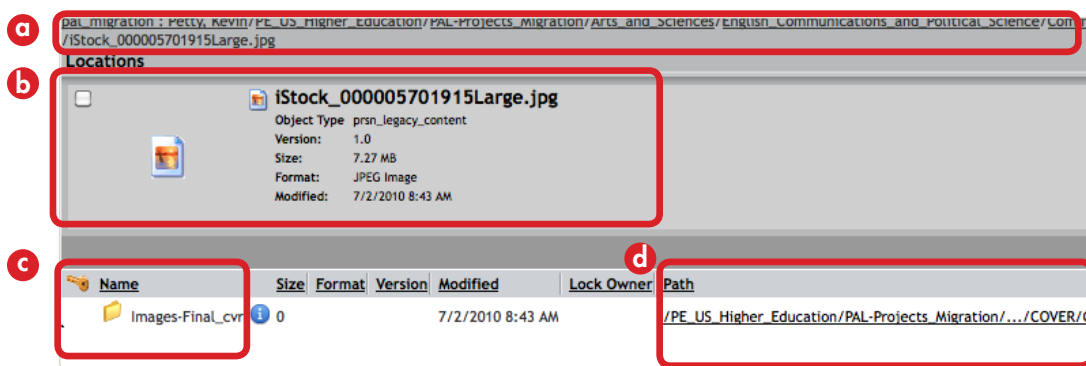**2**   Click the **VIEW** menu, and then select **Locations**.

NOTES

- You cannot **View Locations** for a selection of multiple objects.
- The **View Locations** 🔷 icon ONLY appears next to objects that are linked to multiple locations.
- To view locations of linked objects, click the **View Locations** 🔷 icon next to the file or folder in the Content pane. You do not have to select the file or folder first.

3 The **Locations** screen displays the following:

a **Hyperlink trail** (breadcrumb trail): Click a link to move up the folder hierarchy.

b **Metadata/Properties:** View information about the content.

c **Name column:** Displays the folder the object is located within, also known as the parent folder. Double-click the folder to view its contents.

d **Path column:** Displays the parent folder's location. Click the path to navigate to it.

4 Click the **Close** button to exit the screen.

NOTE At the **Locations** screen, if multiple parent folders are displayed in the **Name** column, the object is linked to all of the folders. A linked object's primary location is the cabinet or folder in which the object was first created. The primary object will be the one with the oldest creation date.

Quick Tip

To exit the **Locations** screen, click the breadcrumb trail or a cabinet/folder in the Navigation pane.

More Info

Refer to the **Change Content Locations Job Aid** *for information on how to link content.*