# EMC<sup>2</sup> documentum

# PEARSON

# **View Locations**

#### **Learning Objectives**

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

1 Locations feature

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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

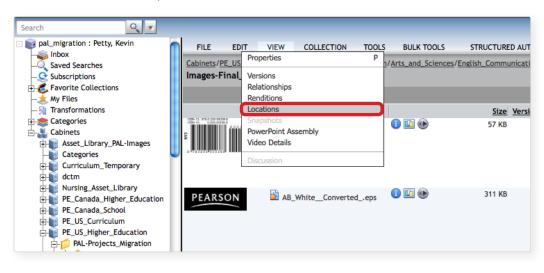
The Locations feature displays content locations on the **Locations** screen within the Content pane.

1 Select a file or folder in the Content pane.

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2 Click the VIEW menu, and then select Locations.



#### Shortcut

Right-click, or press Control (CTRL) and click, select View, and then Locations.

#### NOTES

- You cannot View Locations for a selection of multiple objects.
- The **View Locations (**s) 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.

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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.