# Guide: View All Electronic Records in One Folder (Windows Explorer) (aka KCIT Warrington Method)

Folders are often used to organize electronic records on Shared Drives, Network Drives and on PCs so that records are grouped by category, function, subject, etc. This can be good practice for managing active records, especially if the folders are created in accordance with guidance on File Plans provided by the Records Management Program. Ideally, the folders should also mirror the folder structure in KC ERMS which helps to ensure that filing from Outlook to KC ERMS is a seamless process.

Filing to KC ERMS requires that each folder is opened individually and actions are taken to that particular folder's contents. It is **not** possible to file the contents of multiple folders (or subfolders) at the same time. This can be burdensome, especially if the folders are complicated or do not align with a KC ERMS folder structure.

This guide explains how to flatten a folder structure so that **all** records in a particular folder or drive can be viewed and acted on in one place. Please follow the steps below.
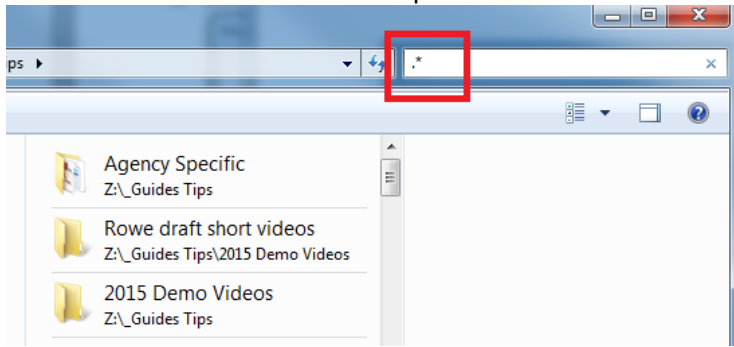
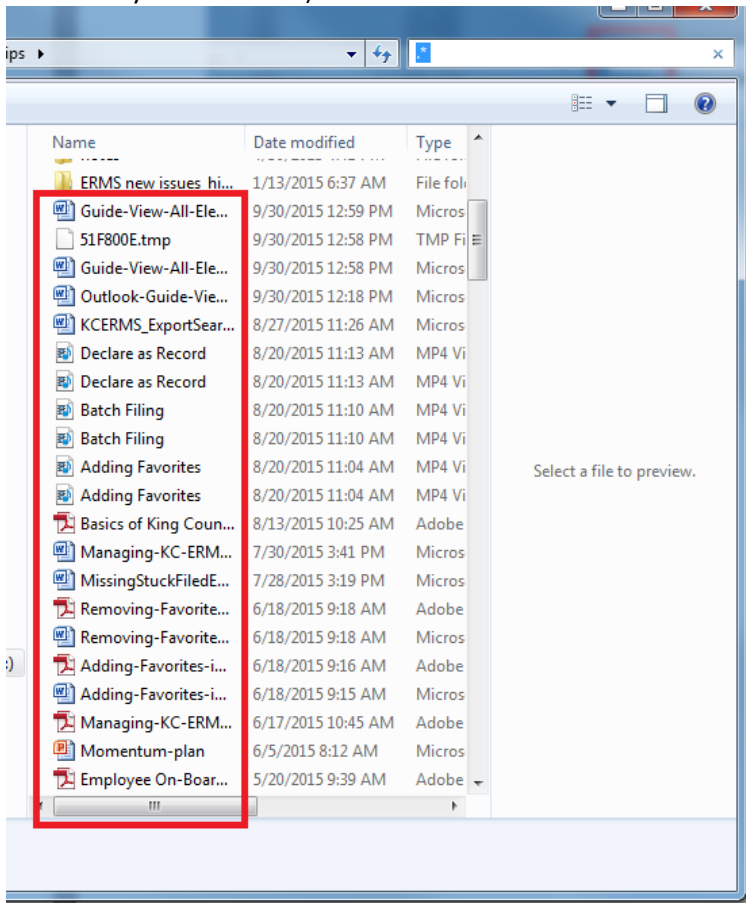1. Open Windows Explorer and navigate to the Drive or Folder in question.
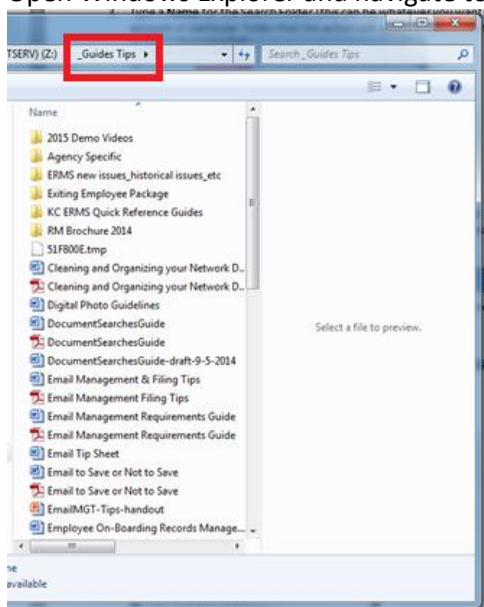
2. After the folder is opened, navigate to the search screen in the top-right corner.
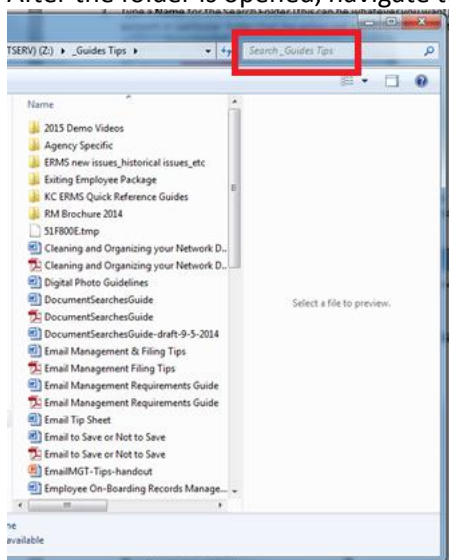
3. In the screen field enter ".*" then press enter

4. The viewing pane of Windows Explorer will then display **all files** within that parent folder or drive (even if they are actually in subfolders).

5. You can then review, analyze or act on any or all of the records at one time; including filing them to KC ERMS. If the records are all going to the same destination folder in KC ERMS, you can select all, right click, and select **File to KC ERMS As: New Document**; then locate the folder to file them in KC ERMS and complete the declaration process.

When viewing/managing records according to this guide, the records are **not** actually moved from their existing folder location (unless they are deleted or filed to KC ERMS from the search screen).

Note: users are still responsible for properly managing their records and ensuring that the records are filed to the correct category, matter and folder within KC ERMS.