

- If you already know the name of the document you can perform search, then click on the Source, as shown below, and it will take you to the location of the Document.

Search Results
Results for "rest" in ITS

Processing... | Edit Search | Save Search

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Name	Ranking	Summary	Modified	Source
protecting data at rest.pdf	100%	...06fffffe8009449f pdf Protecting Data at Rest...	2/27/08 10:21 AM	ITS

- In some cases you only have a **web link** and want to know the location of the document.

Instructions below show how to locate a document using a web link:

1. Copy the r_object_id from the web link ex:
<https://edm.its.state.nc.us/da/drl/objectId/09ffffe848c3e42>
2. Paste the r_object_id into the query below

```
select r_folder_path from dm_folder where r_object_id in(select
i_folder_id from dm_document where r_object_id='09ffffe848c3e42')
```

3. Copy/Paste the query into the DQL Editor and hit Execute
4. To access DQL editor go to Webtop → Files → Hold Down the Ctrl key and click on the About Webtop → Click DQL Editor
5. This query will return the folder path of the document