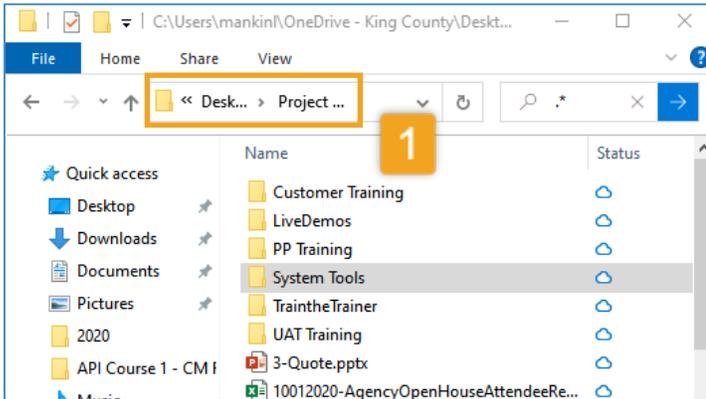




Content Manager Guidance

Workaround: File from Subfolders in File Explorer (OneDrive)

This is guidance for how to flatten a folder structure within File Explorer so that records within folder structure (sub-folders) can be viewed and filed into Content Manager as group (rather than needing to separately open each folder).



1. Open the **top/parent-level folder** in **File Explorer** containing the records to file into Content Manager.

2. Type **.*** into the Search bar at the top and press **Enter** to run the search.

The search results will display all files/documents in the top folder and in **all** subfolders.

3. **Highlight the documents** to file them to Content Manager via [Dropzone](#) in the same way you would file any other record.

