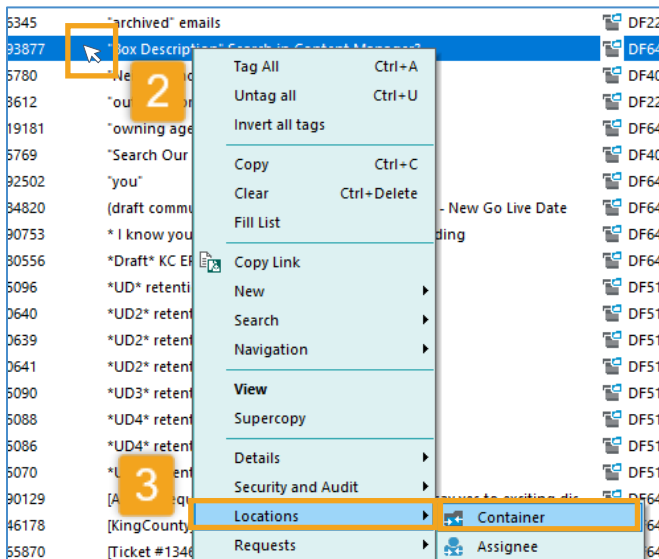




Content Manager Guidance

Move an Electronic Record

This is guidance for how to **move an electronic record** to a different folder in Content Manager. This can be necessary if the record was accidentally filed into an incorrect folder.

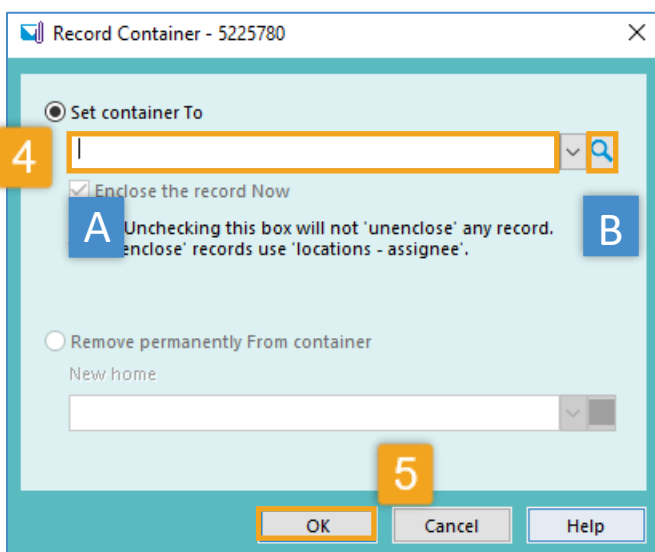


1. Open Content Manager and locate the record(s) to move. *Refer to separate guidance on how to locate records.*

*Pro Tip: to move **more than one record at a time**, tag each of them before proceeding. Be sure to accept "All Tagged Rows" and click "Yes to All."*

2. **Right click** on the record to move

3. Select **Locations** and then **Container**



4. Under **Set container To**, either:

A. erase and **type the record number** of the folder you want to **move them to** OR

B. click the **magnifying glass** to search for a folder. *Either select "**Recent Containers**" (left column) to choose from folders already in your Dropzone or select "**Refine Search**" (bottom left) to search for any folder.*

5. Click **OK**

Alternatives!

You can click the **pencil icon** to the right of Folder in the Details pane to move **one record at a time**.

You can also simply **drag-and-drop** erecords to different folders within Content Manager.

