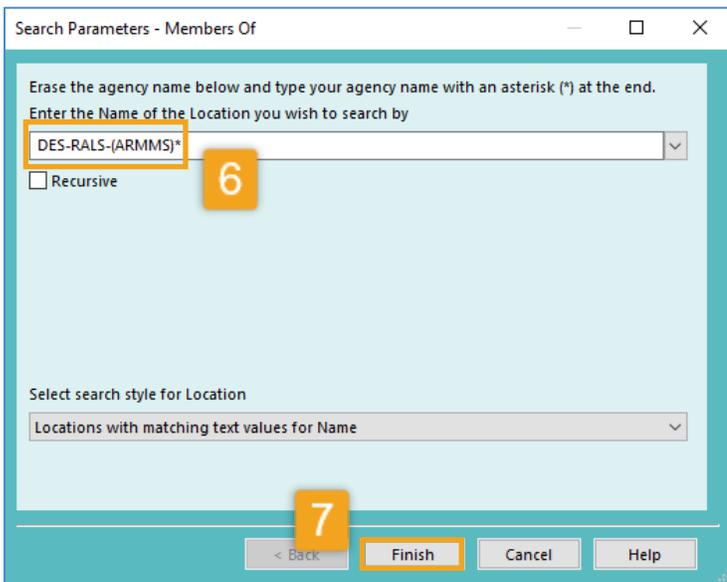
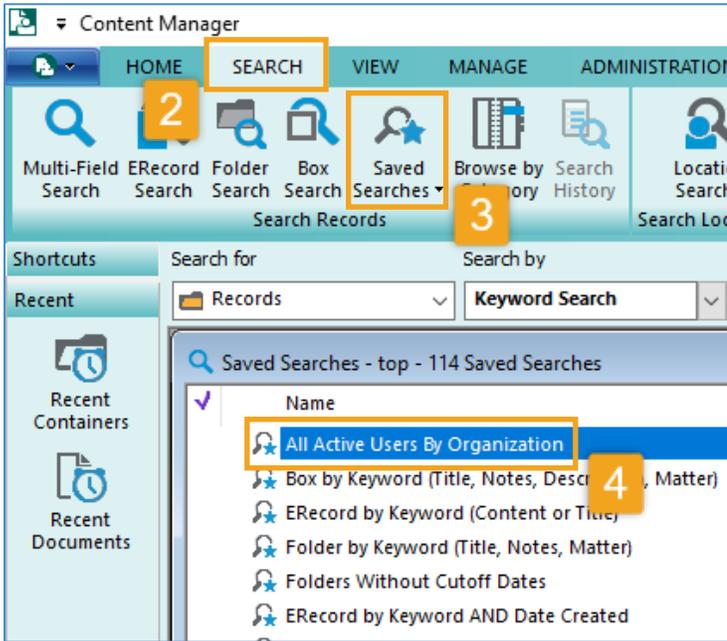




# Content Manager Guidance

## Review Users by Agency/Organization

This is guidance for how to review the list of users in each agency that have access to Content Manager.



1. Open Content Manager (CM)
  2. Click **SEARCH** tab
  3. Click **Saved Searches**
  4. Locate and **double click** on **All Active Users By Organization**
  5. Erase the agency name listed
  6. **Type your desired agency name in DEPT-DIV-(SECT) format** and use a wildcard/asterisk at the end
- Examples:
- DNRP-SWD\***
  - DES-RALS-(ARMMS)\***
  - DAJD\***
  - KCC-COCS-(ALL\***
7. Click **Finish**

A window will open with a list of users with active Content Manager profiles in that agency.

Does anyone need to be *added*?  
Should anyone be *removed* from access?

Contact  
[records.management@kingcounty.gov](mailto:records.management@kingcounty.gov)  
to request those changes.

