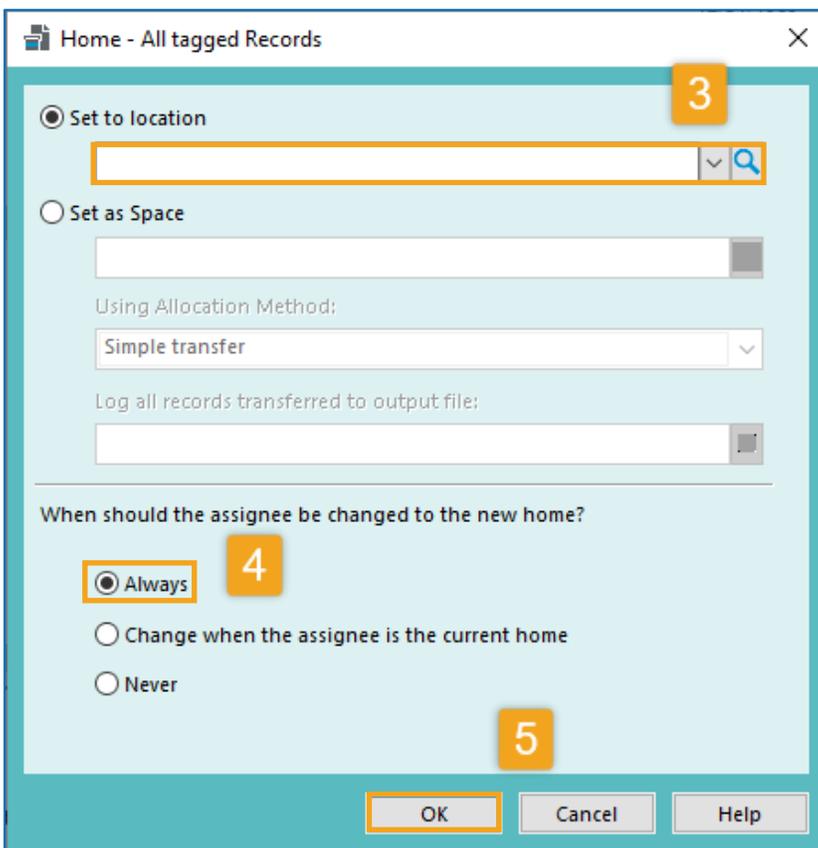
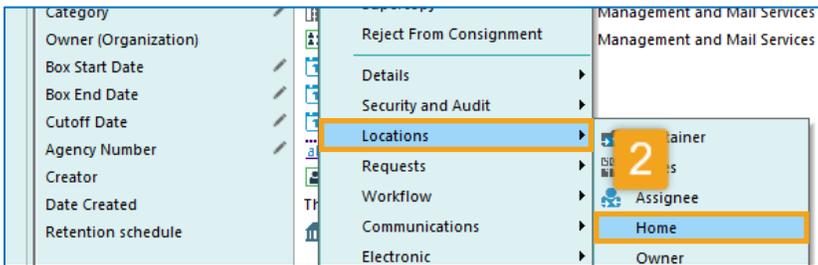




Content Manager (CM) Guide

How to Change the Home of a Box

By default, it is only possible for the original creator of the box to submit a pickup or retrieval request. However, there is a workaround: follow the process in this guide before submitting any requests.



Open Content Manager

1. Right click on the box to update Refer to separate guidance on how to search for boxes

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

2. Select Locations and Home

3. Under Set to location, erase the current name and change to your own (type last name first, then click the **magnifying glass** to locate and choose your name).

4. Under "When should the assignee be changed to the new home?" choose Always

OR, put a **check mark** next to **"Also set the assignee to be the new home"**

5. Click OK



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