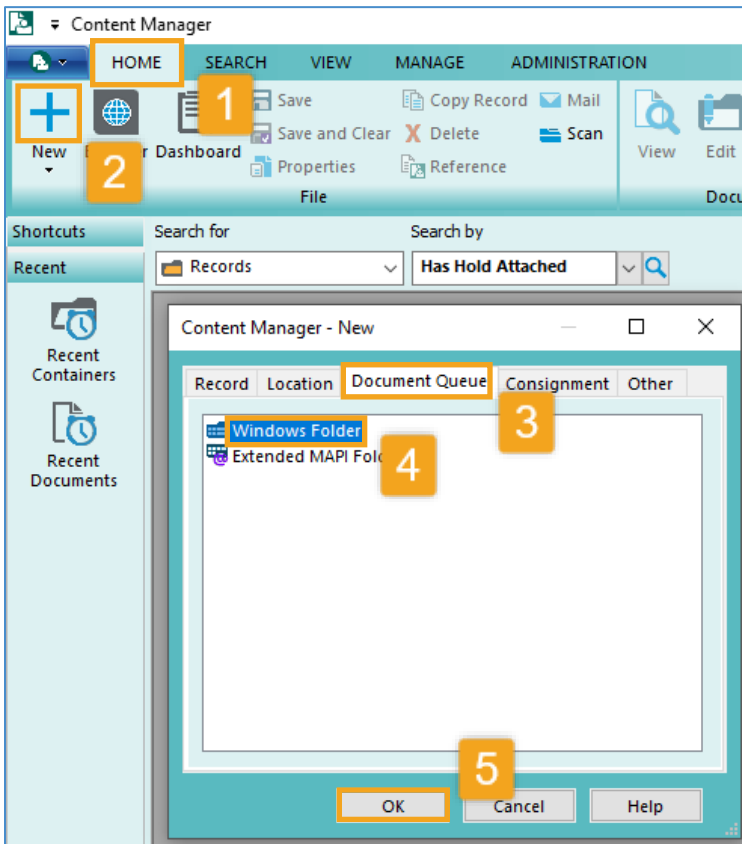# Content Manager Guidance
Document Queues - Creating

This is guidance for how to create Document Queues in Content Manager. Document Queues are an alternative to Dropzone for filing electronic records to Content Manager.

Open Content Manager (CM)

1. Click **HOME tab**

2. Click **Plus Sign (+)**

3. Click **Document Queue** tab

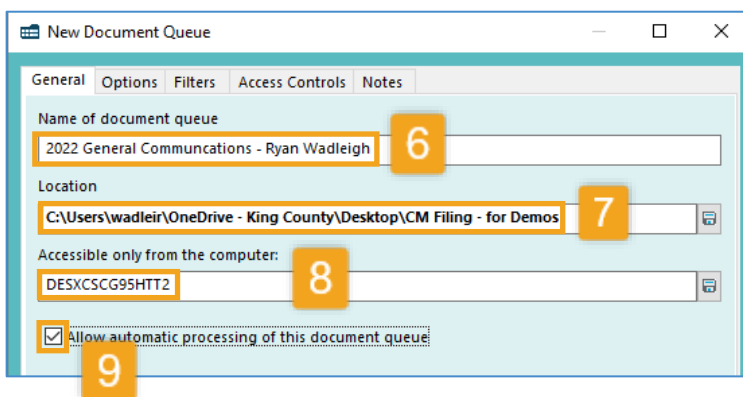**4.** Select **Windows Folder**

5. Click **OK**

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6. Enter the **Name of document queue** – be descriptive about what it will be used for and also include your name (examples: "ABC Project – John Doe", "2021 General Communications – Mary Smith"). If you get an error message when going to step 10, it means you need to choose a new name here.

7. Enter the **Location** – this is the folder in your shared/network drive or OneDrive where records will be filed *from*. Click the icon to locate and select the correct folder. You can either link to an existing folder that already has records in it or create a new folder during this process.

8. Under **Accessible only from the computer** – this defaults to your computer. If you want this to be used by multiple people (for shared drives only), **erase** the computer name, and leave it **blank**

9. Put a **check mark** next to **Allow automatic processing…**
[*continue to next page*]

New Document Queue

General | Options | Filters | Access Controls | Notes

Default record type: ERecord

Default container: DF751203

Default option for author: Current User

Specified author:

Addressee:

Alternative container:

☐ Automatically view the current document

☐ When checking in all documents, ignore original documents

When a document is being processed:

☐ Confirm check in action before continuing

☑ If possible, suppress entry form when creating new records

After processing each document:

Delete the document

OK | Cancel | Help

10. Click the **Options tab**

11. For **Default record type** enter or select **ERecord**

12. For **Default container** enter the **record number** for the folder in Content Manager where the records will be filed to (i.e. DF640177). If you don't know the record number, click the blue folder button to search for and locate the folder you need.

Note that the folder in Content Manager must already exist. If it does not, refer to job aid for how to create a Digital Folder.

13. For **Default option for author** click the down arrow and select **Current User**

14. Change check marks to match what is at left. The **only** option that should be checked is **If possible, suppress entry form when creating new records**.

15. Under **After processing each document** click the down arrow to select **Delete the document**

16. Click **OK**

The Document Queue is now ready to use. Refer to separate job aid for how to file to Document Queues.

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RECORDS MANAGEMENT