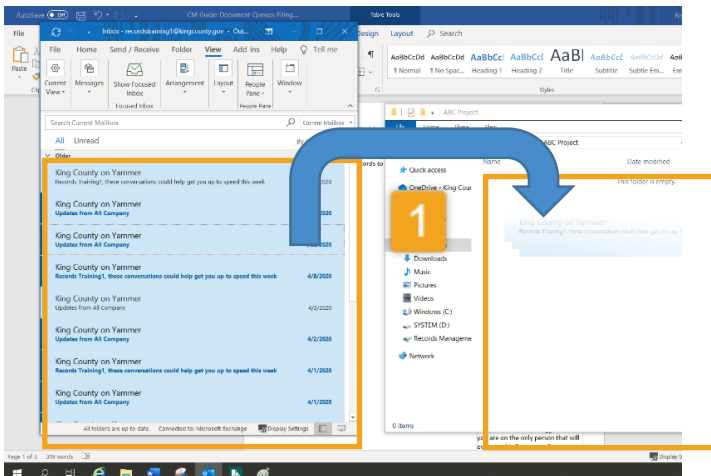


Content Manager Guidance

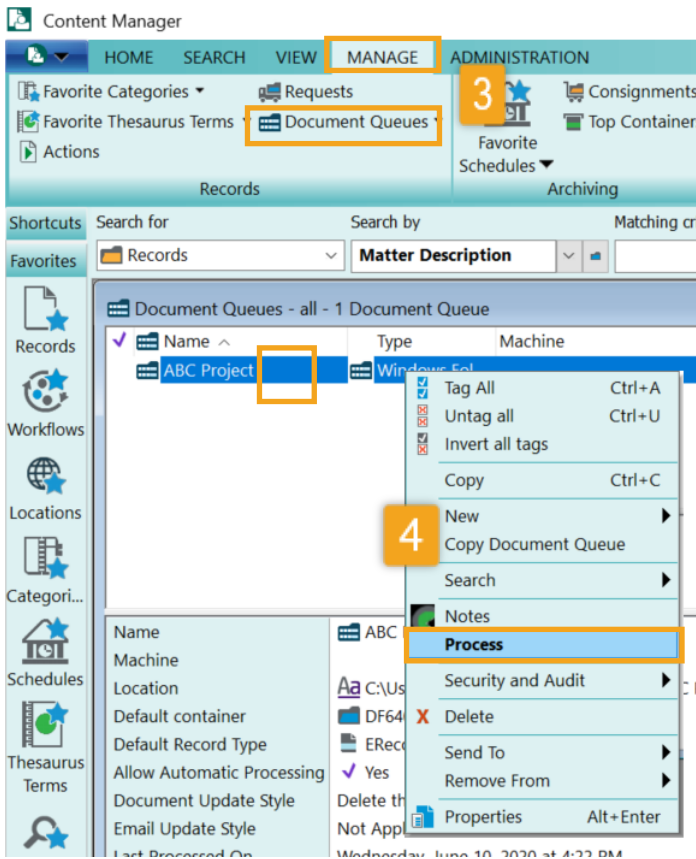
Document Queues - Filing

This is guidance for how to file electronic records to Document Queues in Content Manager. In order to file to a Document Queue, it must have already been created. Refer to separate job aid for that guidance.



1. Move records that need to be filed to the File Explorer folder that was linked to Content Manager by the Document Queue (**Location** from the Document Queue settings). If the records are already in the folder, you don't have to do anything!

Note: you can move emails from Outlook to the folder (either by drag-and-dropping them or copy-and-pasting them). If so, you must manually delete the emails in Outlook after moving them to the folder.



2. Open Content Manager

3. Click the **Manage** tab and **Document Queues**

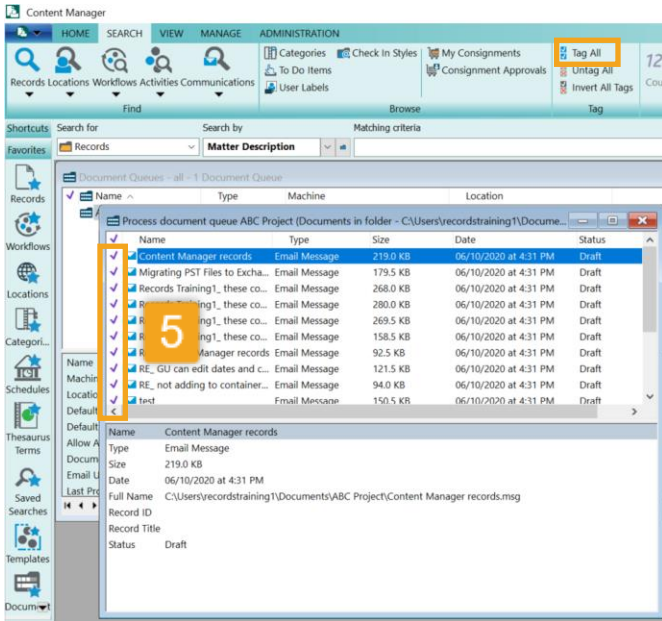
4. Right click on the desired document queue and select **Process**

[Continue to next page]



Content Manager Guidance

Document Queues - Filing

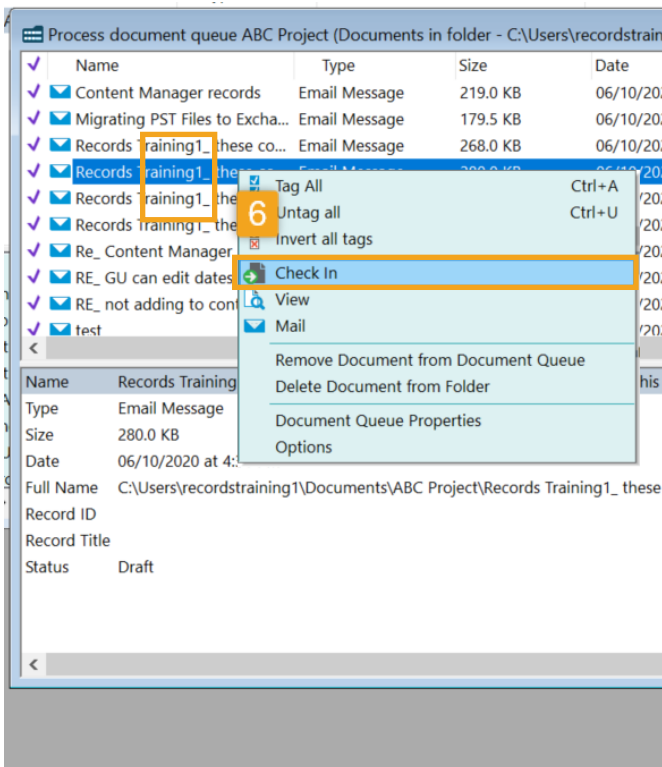


A new window will pop up which will show records in the Document Queue. This does **not** mean they have been filed yet!

5. Select **Ctrl + A** on your keyboard (or click **Tag All** on the Search tab) to tag **all items** in the “Process document queue” window

6. **Right click** on any of the tagged records and select **Check In**

That’s all! There will be a process window within Content Manager (below) and when it is finished the Process document queue window will be empty and the File Explorer folder will also be empty.



Please Wait

