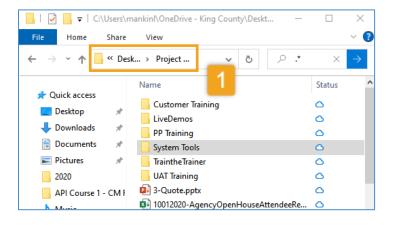


Content Manager Guidance

Workaround: File from Subfolders in File Explorer (OneDrive)

This is guidance for how to flatten a folder structure within File Explorer so that records within folder structure (sub-folders) can be viewed and filed into Content Manager as group (rather than needing to separately open each folder).





- .* - search-ms:displa.. Date modified: 10/26/2020 3:33 PM Ouick access PTMItemMaster.pdf Desktop Date modified: 10/26/2020 1:01 PM Downloads PTMSupplierMaster.pdf Documents Date modified: 10/26/2020 1:00 PM Pictures PTM-WaiversRegistrationReport.xlsx 2020 Date modified: 10/26/2020 10:08 AM API Course 1 - CM F PTM-SupplierMasterAttendeeReport... Music Date modified: 10/26/2020 9:58 AM Personal PTM-SupplierMasterQAReport.xlsx Date modified: 10/26/2020 9:56 AM OneDrive - King Cour

- 1. Open the top/parent-level folder in File Explorer containing the records to file into Content Manager.
- Type .* into the Search bar at the top and press Enter to run the search.

The search results will display all files/documents in the top folder and in **all** subfolders.

3. Highlight the documents to file them to Content Manager via Dropzone in the same way you would file any other record.

