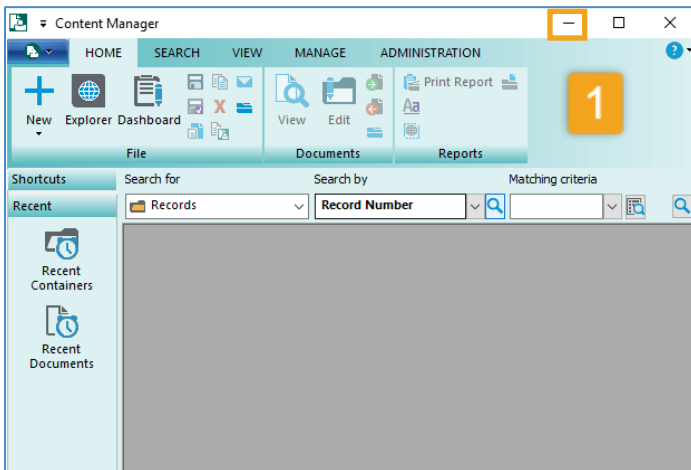




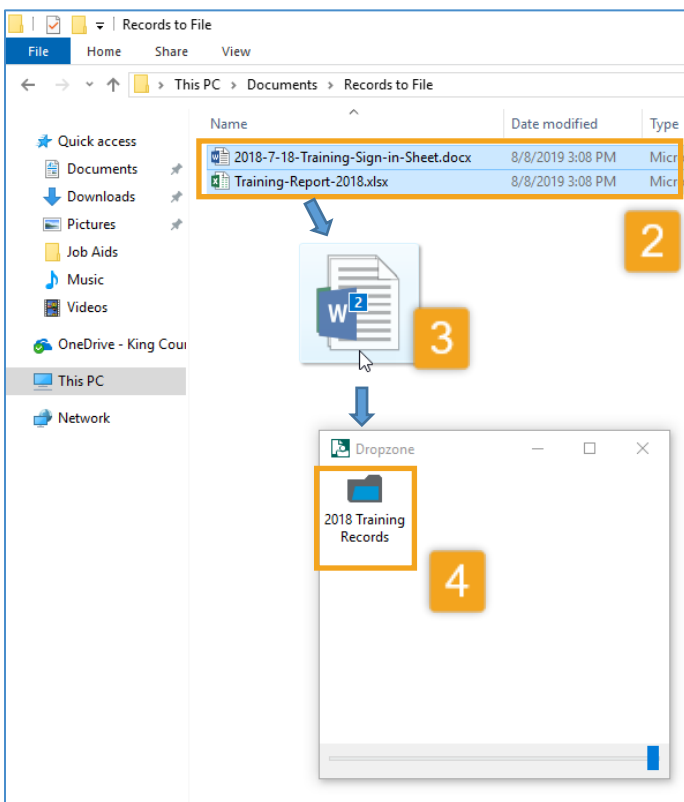
Content Manager Guidance

File Electronic Records from OneDrive/File Explorer

This is guidance for how to **file electronic records** from **File Explorer** (including **OneDrive**, **PC drives**, **network drives** and **shared drives**) to Content Manager. Refer to separate guidance to file from Outlook or SharePoint.



1. Click the **minimize** button in Content Manager to display Dropzone.



2. Identify the **electronic record(s)** to file.

3. **Select and drag** the records

Select one or multiple records (Ctrl + A or Ctrl + mouse click)

4. **Drop** the record(s) onto the appropriate folder in Dropzone.

The records will be removed from their original location and can be accessed from Content Manager. There might be a delay to this process, especially for records that are synced in OneDrive.

