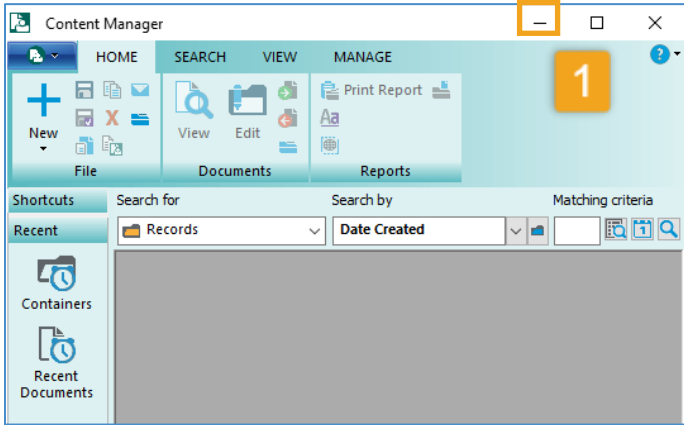




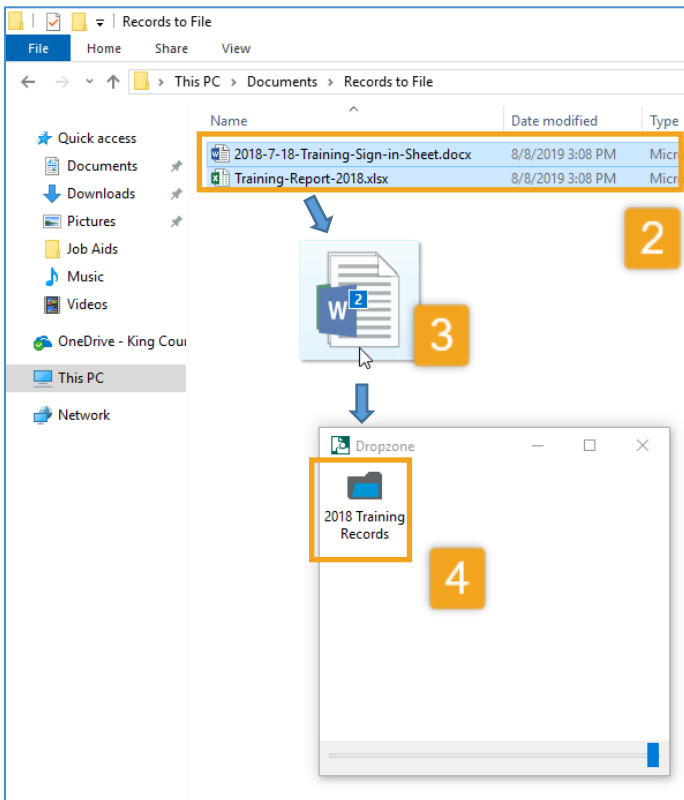
Content Manager Guidance

File Electronic Records from Windows Explorer

This is guidance for how to **file electronic records** from **PC drives**, **network drives** or **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.

