This is guidance for how to install Content Manager on your computer. Note: this process is only for users in Executive Branch agencies. If you work for a separately elected county agency, contact your IT representative.

1. Type **software center** in your start menu search box
2. Click on **Software Center** from the search results
3. Locate and click on **Content Manager**
4. Click **Install**

5. Follow the prompts to complete the installation. You may need to complete the installation process **twice** for it to take effect.

When the installation is successful, there will be a Content Manager icon on your desktop. When you double-click the icon, the system should automatically open. If instead, it asks you to add a dataset, follow these steps:

A. Click **Add**
B. Under Content Manager Workgroup Server, manually type `kcitappprprms00` and click **Next**
C. Select **HPECM** and click **Finish**

**Not working?** If you run into any problems and are not able to complete the install, submit a [help ticket](#).

This process is only for Executive branch employees. If you work for a separately elected agency (including County Council, Elections, PAO, Sheriff’s Office, Assessor’s Office, District Court or Superior Court) contact your IT representative directly to get the system installed.