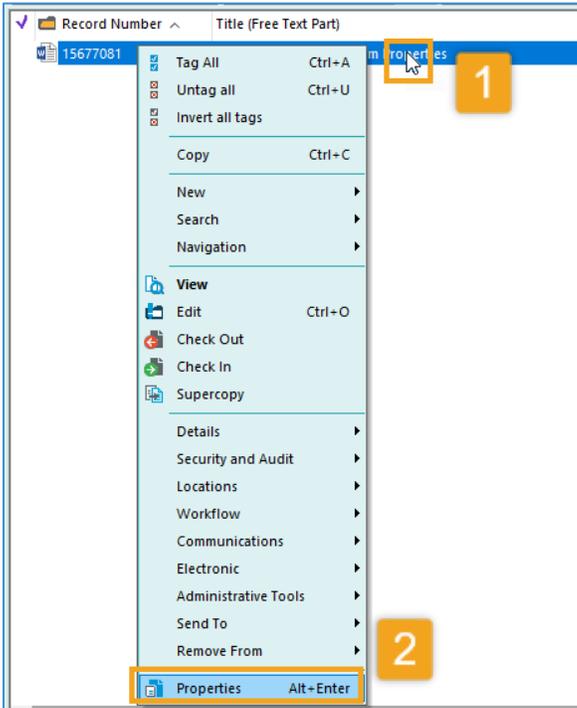


Content Manager Guidance

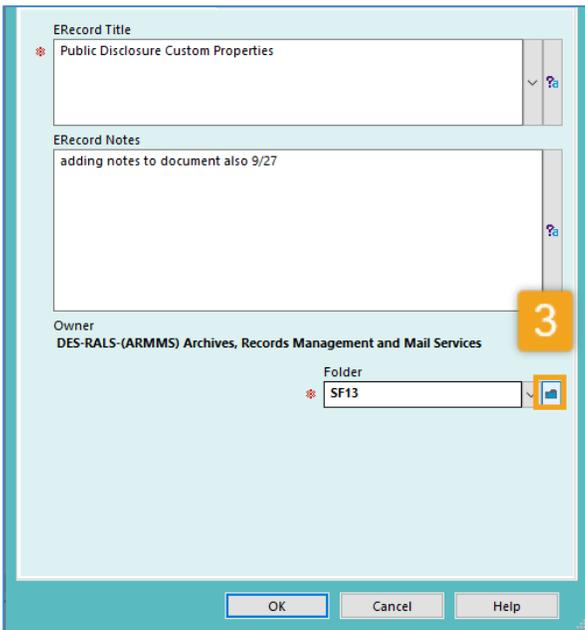
Move an Electronic Record

This is guidance for how to **move an electronic record** to a different folder in Content Manager. This can be necessary if the record was accidentally filed into an incorrect folder.



1. Right click on the record to move
Refer to separate guidance on how to search for electronic records

2. Select Properties

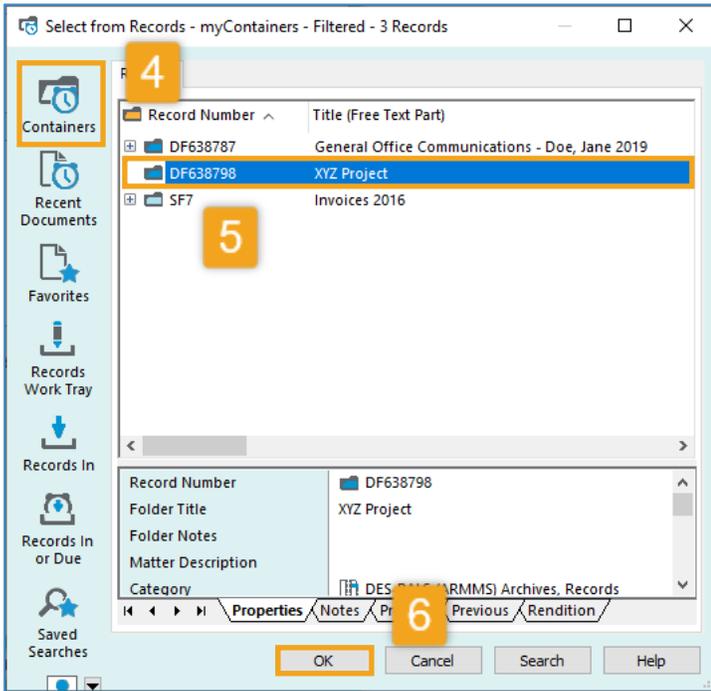


3. Under Folder, click the blue folder lookup button



Content Manager Guidance

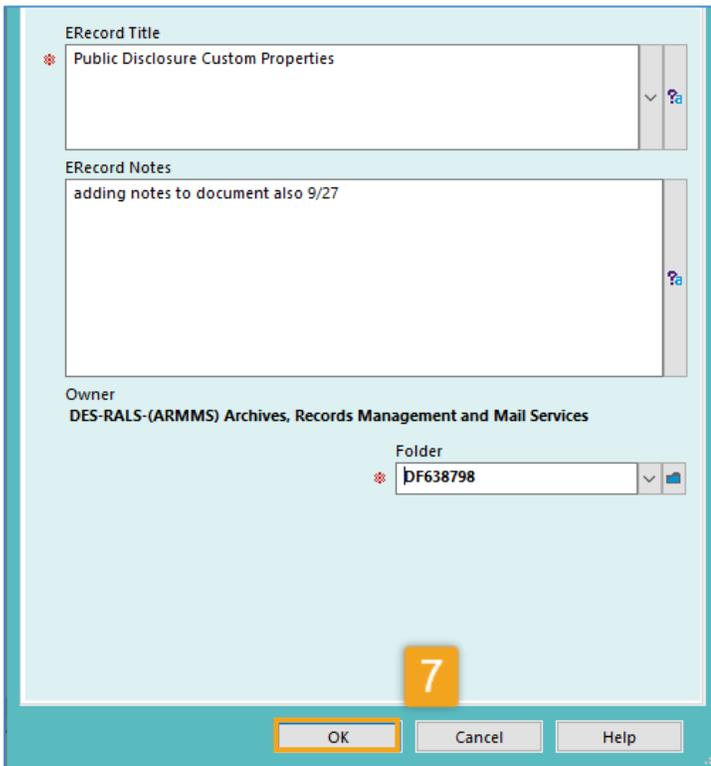
Move an Electronic Record



4. Click **Containers**

5. Select the correct folder

6. Click **OK**



7. Click **OK**

