



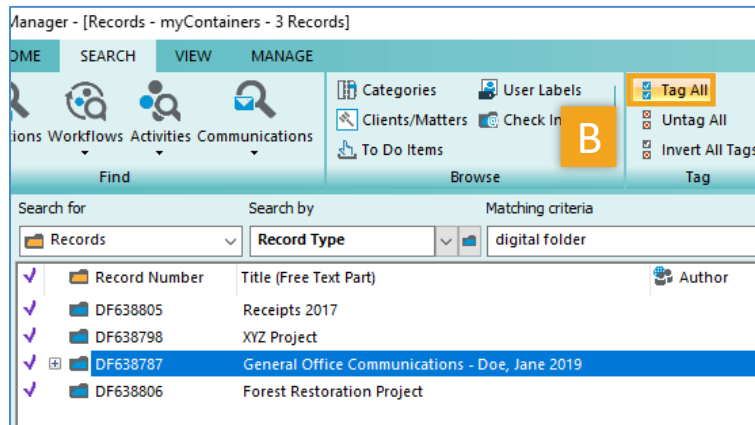
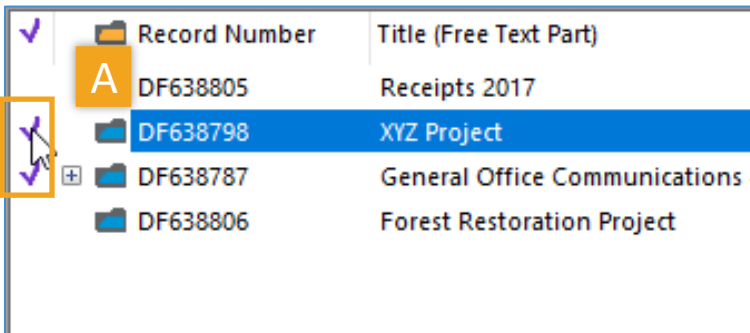
# Content Manager Guidance

## Perform actions on multiple records

This is guidance for how to **perform actions on multiple records** at the same time in **Content Manager**.

You can perform the following functions on more than one record at a time:

- edit digital folders, subfolders and boxes
- move electronic records to different folders
- send boxes to the Records Center
- request boxes from the Records Center



Before performing an action on multiple records, you must **tag all records** that you need to edit, request or send.

When records are tagged, they will have a purple check mark in the far left column.

To tag records you have two options:

**A. manually tag** individual records by clicking in the white space to the left of each record

OR

**B. Click the SEARCH tab and the Tag All button** to tag all records visible in the view pane.

Now that multiple records are tagged, you can perform the desired function.

*[continued on next page]*



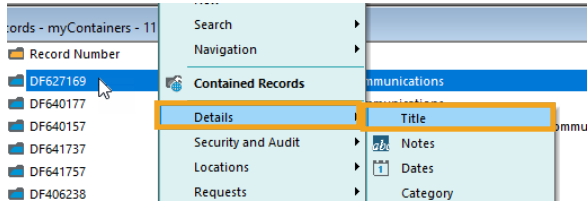
RECORDS  
MANAGEMENT



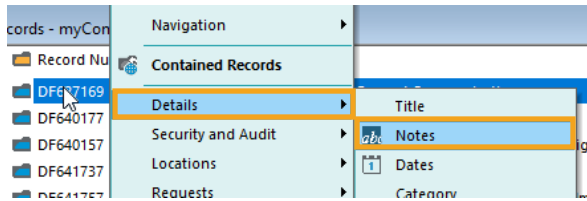
# Content Manager Guidance

## Perform actions on multiple records

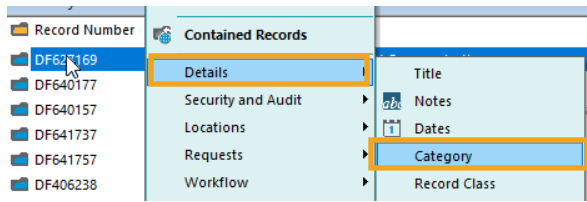
### Change Title:



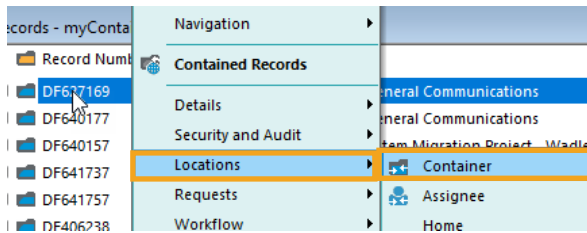
### Change Notes:



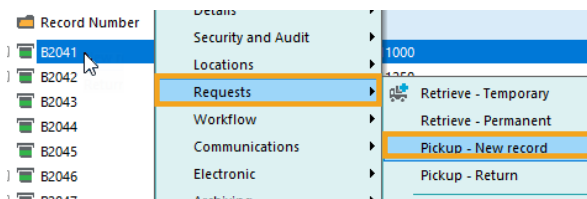
### Change Category:



### Move to different Folder/Box:



### Send a Box:



### To change a Title

1. **Right click** on one of the tagged records
2. Select **Details** and then **Title**
3. Follow prompts
4. Click OK to apply to **All Tagged Rows**

### To change Notes

1. **Right click** on one of the tagged records
2. Select **Details** and then **Notes**
3. Follow prompts
4. Click OK to apply to **All Tagged Rows**

### To change a Category

1. **Right click** on one of the tagged records
2. Select **Details** and then **Category**
3. Follow prompts
4. Click OK to apply to **All Tagged Rows**

### To move to a different Folder or Box

1. **Right click** on one of the tagged records
2. Select **Locations** and then **Container**
3. Follow prompts
4. Click OK to apply to **All Tagged Rows**

### To submit a box pickup request

1. **Right click** on one of the tagged records
2. Select **Requests** and then **Pickup – New record**
3. Follow prompts
4. Click OK to apply to **All Tagged Rows**

### To submit a box pickup request

1. **Right click** on one of the tagged records
2. Select **Requests** and then **Retrieve - temporary**
3. Follow prompts
4. Click OK to apply to **All Tagged Rows**

