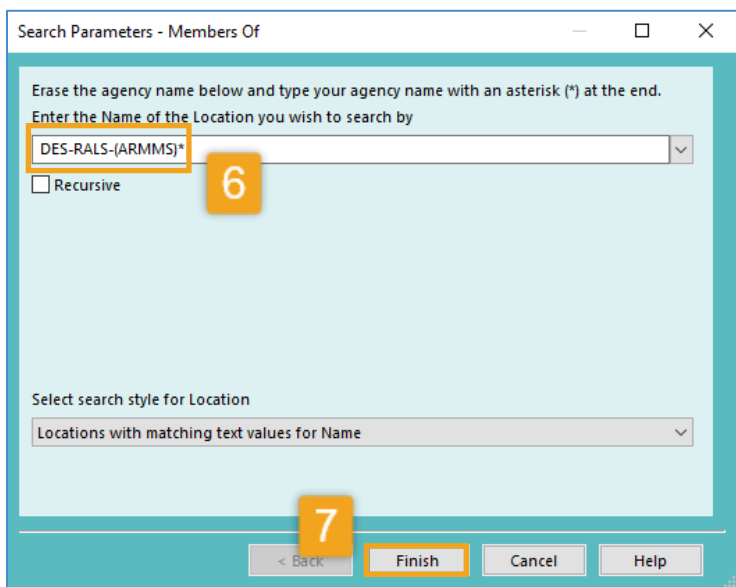
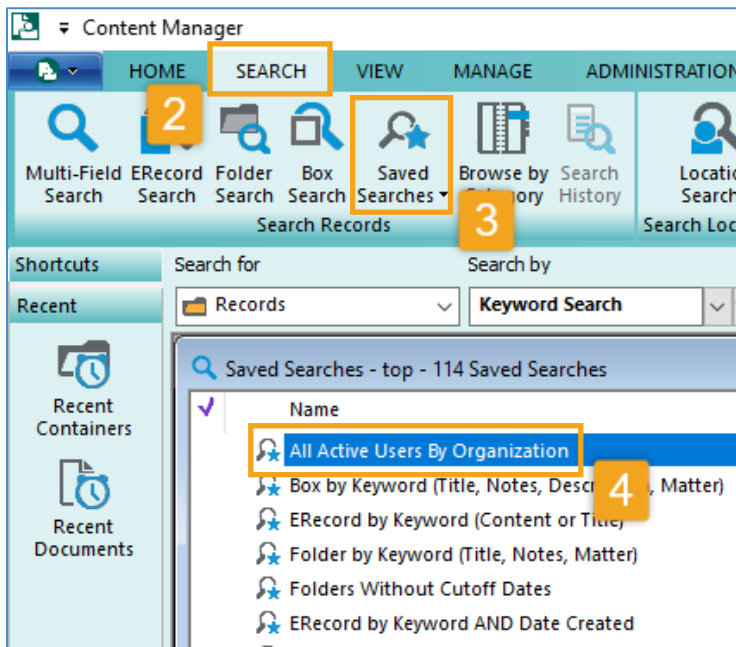




Content Manager Guidance

Review Users by Agency/Organization

This is guidance for how to review the list of users in each agency that have access to Content Manager.



1. [Open](#) Content Manager (CM)
2. Click **SEARCH** tab
3. Click **Saved Searches**
4. Locate and **double click** on **All Active Users By Organization**
5. **Erase** the agency name listed
6. **Type your desired agency name in DEPT-DIV-(SECT) format** and use a wildcard/asterisk at the end

Examples:
DNRP-SWD*
DES-RALS-(ARMMS)*
DAJD*
KCC-COCS-(ALL*
7. Click **Finish**

A window will open with a list of users with active Content Manager profiles in that agency.

Does anyone need to be *added*?
Should anyone be *removed* from access?

Contact
records.management@kingcounty.gov
to request those changes.

