

Most functions of Content Manager are performed using the *installed* version (accessible from the icon on each user's desktop). However, there is also a *web* version of Content Manager that can be used to perform certain functions in a web browser.

What you can do in the web:

- **create** digital folders and subfolders
- **create** boxes and physical folders
- **submit requests** for box/folder pickup and retrieval
- **search** for records*
- **export** search results**



What you cannot do in the web:

- **file** electronic records***



* the web version offers more search functionality, including search forms. However searches are slightly slower there than in the installed version

** although you *can* open and export records in the web version, you can only open/export one at a time

*** you can only file one record at a time in the web version; it is thus not a viable option for filing. Dropzone is not available from the web and it is not possible to file from Outlook

How do you access the web version?

Visit and bookmark this url:

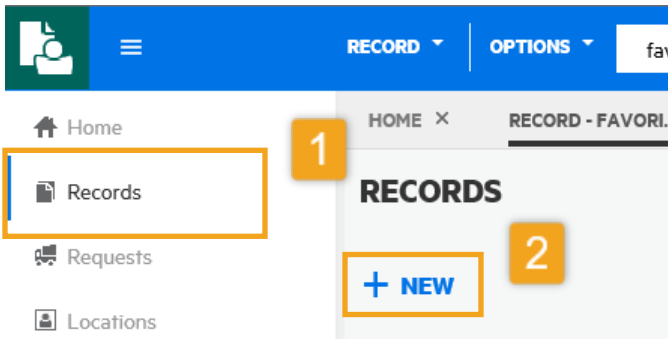
<http://kcitappprrms00.kc.kingcounty.lcl/contentmanager>

Browser! The vendor supports four browsers: Google Chrome (v54.0.02840.71m), Internet Explorer (versions 11), Microsoft Edge (v38.14393.0.0), and Mozilla Firefox (v49.0). If you have technical issues, try a different browser.

Keep in mind! The web version is the same system with a different interface. Anything you do in one version will be available in the other. Although the system is the same, it does have a different look and feel.

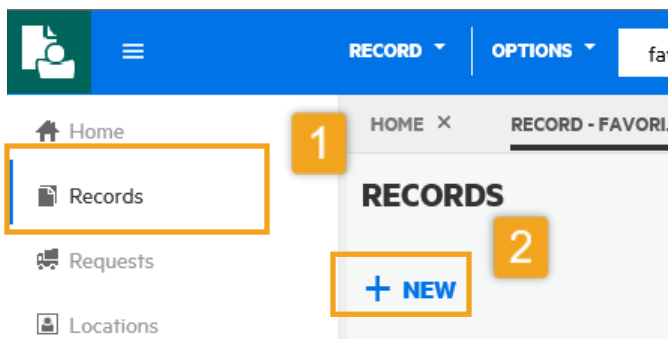


How to create a box:



1. Click **Records**
2. Click **+ New**
3. Select **Box**
4. Complete data entry (use the same [box data entry conventions](#) as the installed version)
5. Click **Save**

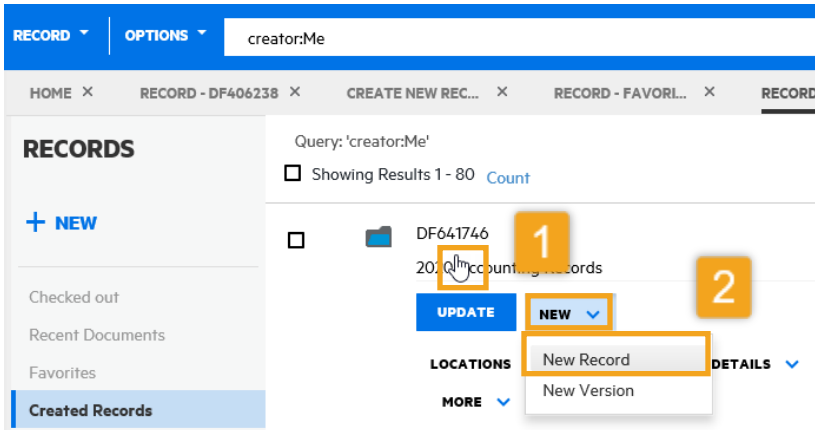
How to create a digital folder:



1. Click **Records**
2. Click **+ New**
3. Select **Digital Folder**
4. Complete data entry (use the same [digital folder data entry conventions](#) as the installed version)
5. Click **Save**

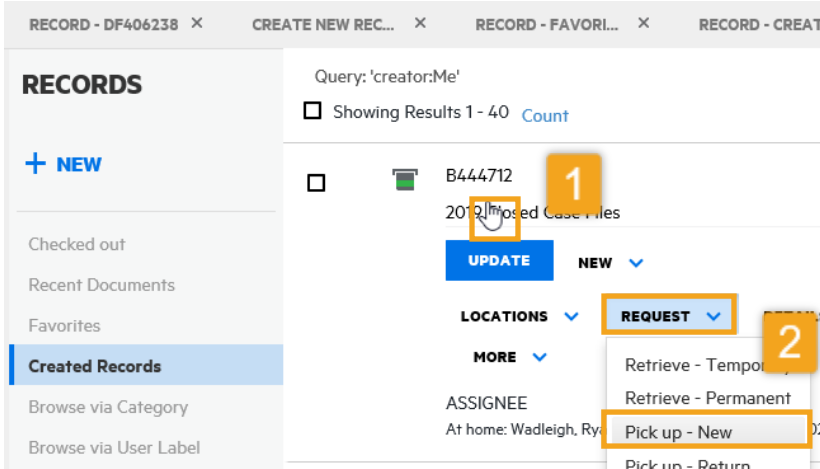


How to create a digital subfolder:



1. Locate and click on the parent folder
2. Click **New** and **New Record**
3. Select **Digital Subfolder**
4. Complete data entry (use the same [digital subfolder data entry conventions](#) as the installed version)
5. Click **Save**

How to submit a box pickup request:

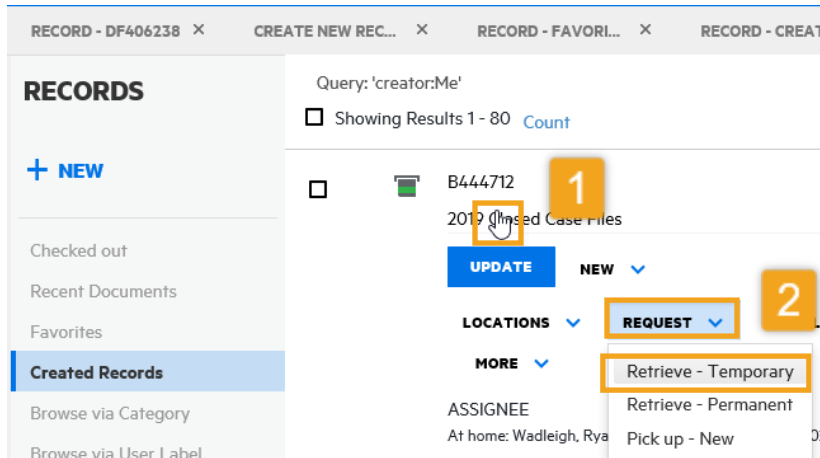


1. Locate and click on the box
2. Click **Request** and **Pick up - New**
3. In New Home, type and select **King County Records Center**
4. In Date Required, enter a **date**
5. Click **Save**

Note: you can submit requests for multiple records by checking the multiple records ahead of time and then following the same request prompts which will appear to the left of the results.



How to submit a box or folder retrieval request:



1. Locate and click on the box or folder

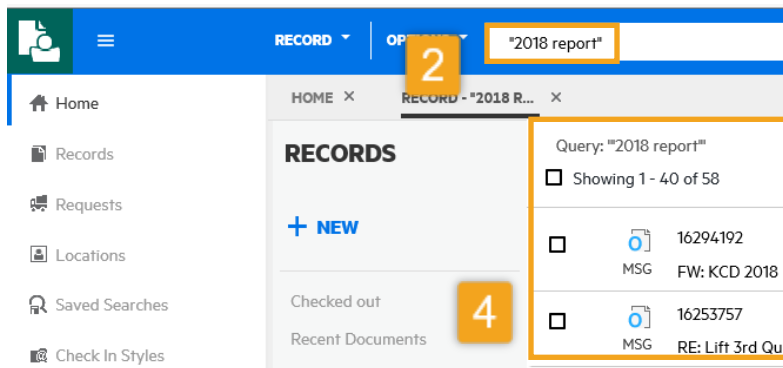
2. Click Request and Retrieve - Temporary

3. In Date Required, enter a date

4. Click Save

Note: you can submit requests for multiple records by checking the multiple records ahead of time and then following the same request prompts which will appear to the left of the results.

How to perform a simple search (by record number or title* only):



1. Locate the white search box at the top of the webpage

2. Type your search term (use quotation marks for phrases and asterisks for partial words)

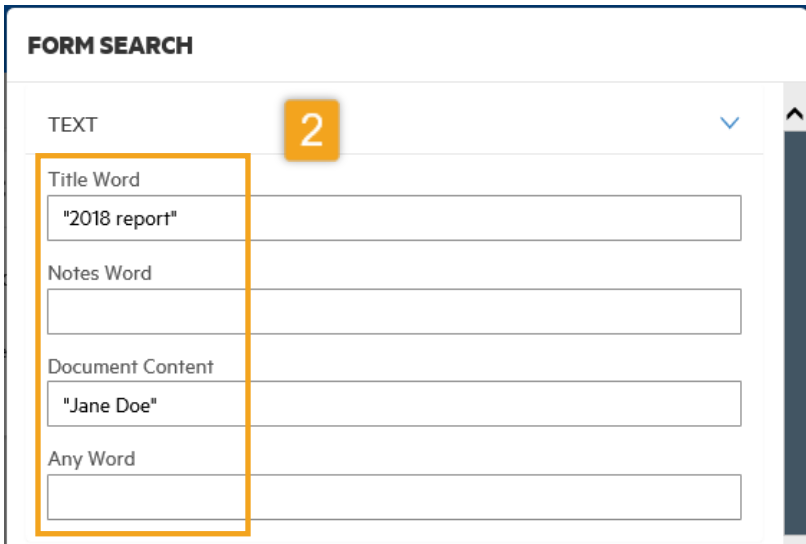
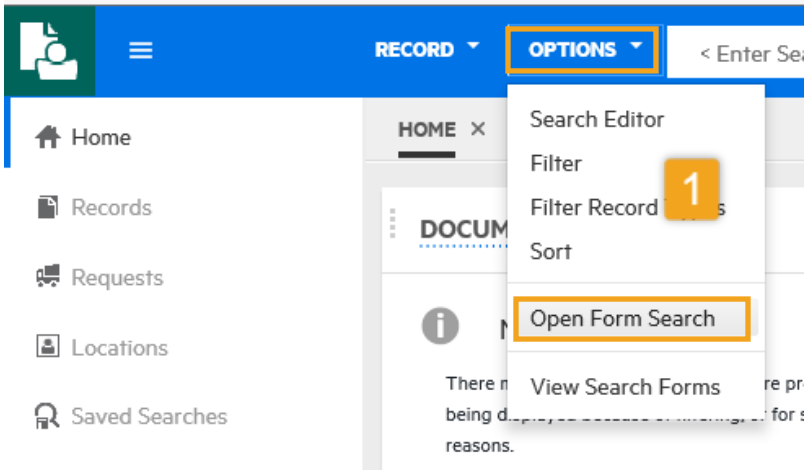
3. Press Enter

4. Your search results will appear below

* title search does not work here if your title is **only** a number



How to perform an advanced search (multiple parameters):



1. Click on Options and Open Search Form

2. Construct your search in the search form:

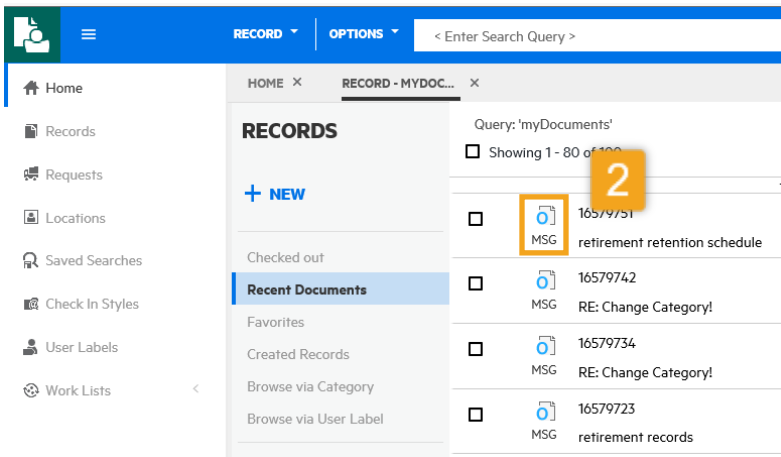
- For blank fields, type your search as needed. Use quotation marks for phrases and asterisks for partial words
- For fields that say <Enter Search Query> you can start typing but the system will force you to select an available option
- Click left arrow buttons to expand

3. Click Search

4. Your results will appear below

Note: for more guidance on how to search in different fields/parameters, view the Search Fields job aids on the [Resources page](#).

How to open and export electronic records:



1. Perform a search and locate records (see processes above)
2. Click on the record's icon from the search results
3. A new window will open which will display a preview of the record
4. Click the Download button to download to your PC
5. Follow prompts as necessary

Note: you can only open/export one record at a time from the web. To export multiple records, use the installed version.

