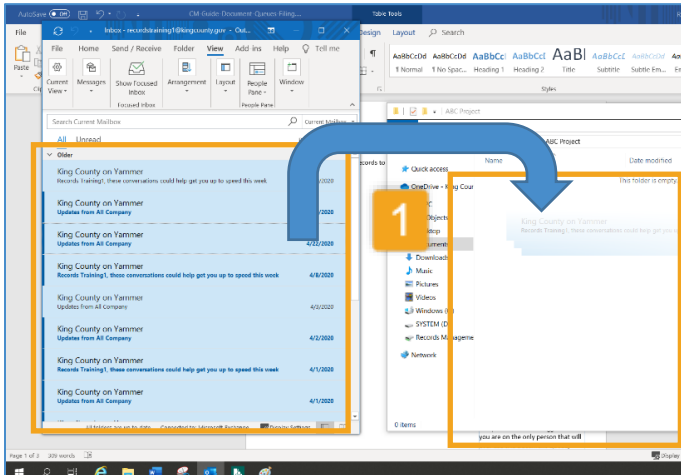




# Content Manager Guidance

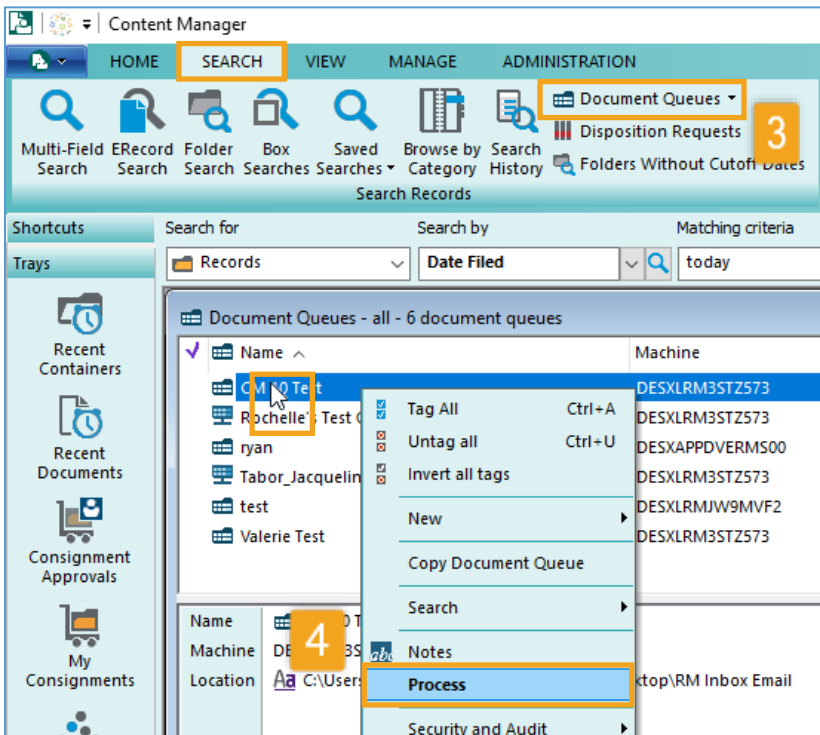
## Document Queues - Filing

This is guidance for how to file electronic records to Document Queues in Content Manager. To file to a Document Queue, it must have already been created. Refer to [separate job aid](#) for that guidance.



**1.** Move records that need to be filed to the File Explorer folder that was linked to Content Manager by the Document Queue (**Location** from the Document Queue settings). If the records are already in the folder, you don't have to do anything!

**Note:** you can move emails from Outlook to the folder (either by drag-and-dropping them or copy-and-pasting them). If so, you must manually delete the emails in Outlook after moving them to the folder.



**2.** Open Content Manager

**3.** Click the **Search** tab and **Document Queues**

**4.** **Right click** on the desired document queue and select **Process**

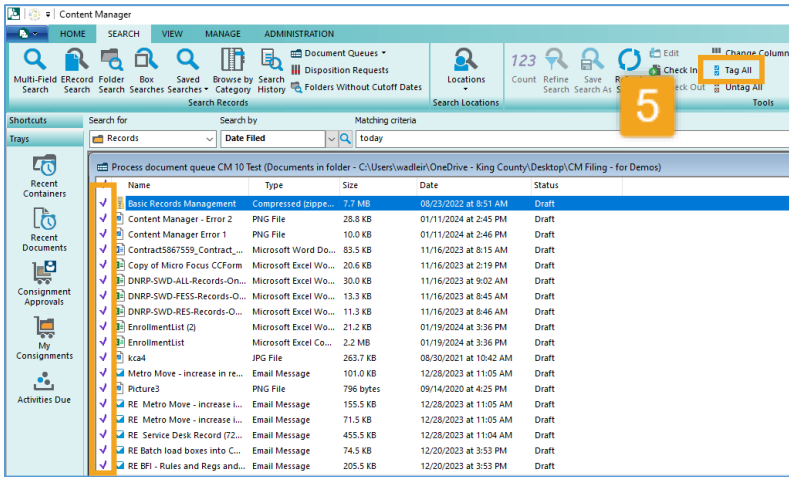
*[Continue to next page]*





# Content Manager Guidance

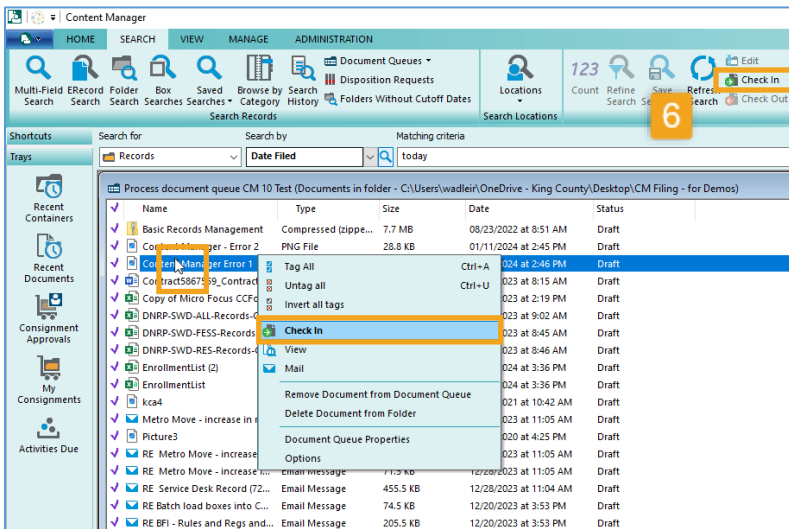
## Document Queues - Filing



A new window will pop up which will show records in the Document Queue. This does **not** mean they have been filed yet!

5. Select **Ctrl + A** on your keyboard (or click **Tag All** on the **Search** tab) to tag **all items** in the “Process document queue” window

6. **Right click** on any of the tagged records and select **Check In** (or select **Check In** on the **Search** tab)



That’s all! There will be a process window within Content Manager (below) and when it is finished the Process document queue window will be empty and the File Explorer folder will also be empty.

**Important!** If you have used this process to file emails you **will** need to manually delete the emails from Outlook.

When it’s finished: ↓

During filing: →

