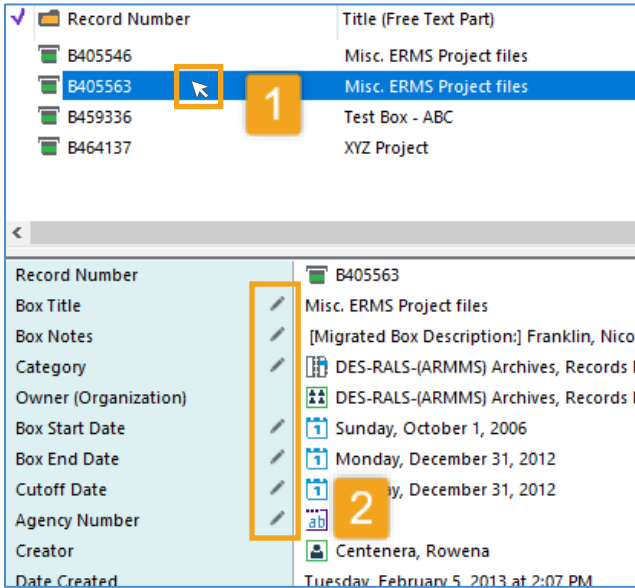




# Content Manager Guidance

## Edit a Box

This is guidance for how to **Edit a Box** in Content Manager.



[Open](#) Content Manager and then locate the box(es) to edit.

To edit **one box**:

1. **Left click** on a box to edit
2. Scroll down to the details plane at the bottom and click the **pencil icon** to edit any field you have access to
3. Follow prompts as directed.

From there, you can edit the **Title** (options at left), **Notes**, **Category**, **Cutoff Date**, **Box Start Date**, **Box End Date** and **Agency Number** of any box you have access to.

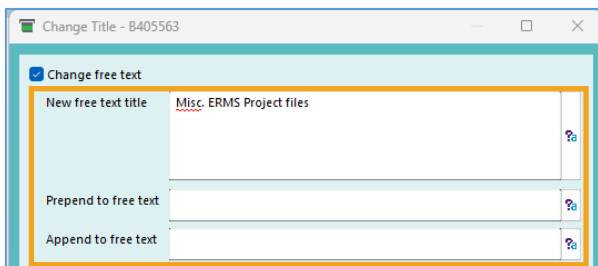
To edit more than one box at a time, go to the next page. To request deletion of a box entry, refer to [this guide](#).

For other edits, contact the Records Management Program.

*[continued next page]*

### Editing Titles Options:

- A. To **change the title** to something else, erase the title and enter the new one in “**New free text title**”
- B. To **add something to the beginning** of the existing title, choose “**Prepend to free text**”
- C. To **add something to the end** of the existing title, choose “**Append to free text**”





# Content Manager Guidance

## Edit a Box

Record Number	Title (Free Text Part)
B405546	Misc. ERMS Project files
B405563	Misc. ERMS Project files
B459336	Test Box - ABC
B464137	XYZ Project

### Title:

Navigation	
Details	Title
Security and Audit	Notes
Locations	Category
Requests	

### Notes:

Details	Title
Security and Audit	Notes
Locations	Category
Requests	

### Category:

Details	Title
Security and Audit	Notes
Locations	Category
Requests	

### Cutoff Date, Box Start Date, Box End Date, or Agency Number:

Electronic	
Archiving	
Administrative Tools	
Send To	
Remove From	
Property Editor	
Properties	Alt+Enter

Property	Format	Value	New value
Additional Notes	Text		
Agency Number	String		
Assignee	Location	At home: King County Records ...	
Author	Location	Centenera, Rowena	
Box End Date	Date	12/31/2012	
Box Pickup Declined	Lookup It...		
Box Start Date	Date	01/01/2010	
Client	Location		
Consignment Number	String		
Container	Record		
Cutoff Date	Date	12/31/2012	
Date Declared As Final	Date and ...		

Only Custom Properties

Reset **Modify**

**OK** Cancel Help

To edit **more than one box at a time**:

**1. Tag all boxes you want to edit** (manually click to the left of the box icon or use “tag” buttons on the Search tab)

**2. Right click** on any of the tagged boxes

**3. From the right-click menu, follow these paths based on what you want to edit:**

Title = **Details -> Title** (options on previous page)

Notes = **Details -> Notes**

Category = **Details -> Category**

Cutoff Date = **Property Editor**

Box Start Date = **Property Editor**

Box End Date = **Property Editor**

Agency Number = **Property Editor**

**4. Follow prompts.** (Choose “All Tagged Rows” and “Yes to All” when prompted.)

