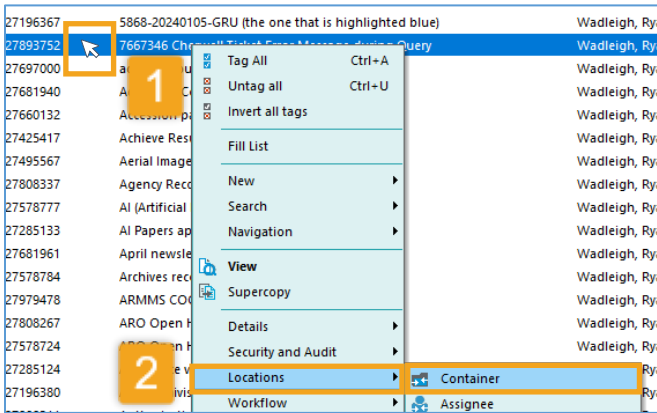




Content Manager Guidance

Move an Electronic Record

This is guidance for how to **move an electronic record** to a different folder in Content Manager. This can be necessary if the record was accidentally filed into an incorrect folder.



Open Content Manager and locate the record(s) to move. Refer to separate guidance on how to locate records.

*Pro Tip: to move **more than one record at a time**, tag each of them before proceeding. Be sure to accept “All Tagged Rows” and click “Yes to All.”*

1. Right click on the record to move

2. Select **Locations** and then **Container**

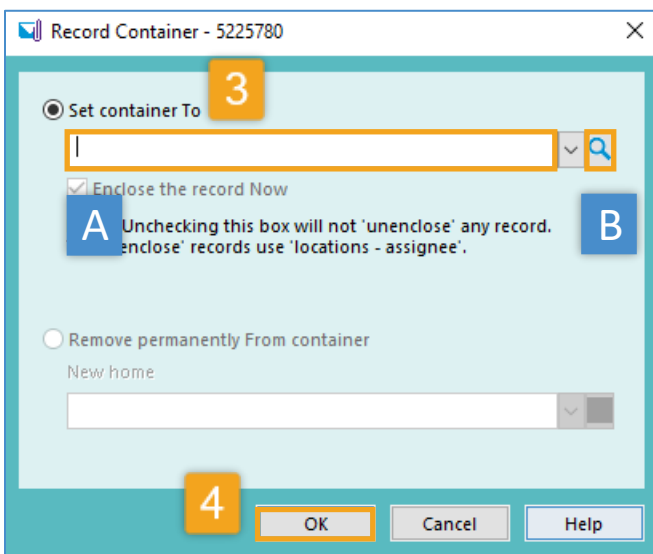
3. Under **Set container To**, first erase the number listed and then either:

A. **type the record number** of the folder you want to move them to

OR

B. click the **magnifying glass** to search for a folder. Either select “**Recent Containers**” (left column) to choose from folders you already use or select “**Refine Search**” (bottom left) to search for any folder.

4. Click **OK**



Alternatives!

You can click the **pencil icon** to the right of Folder in the Details pane to move **one record at a time**.

You can also **drag-and-drop** records to different folders within Content Manager (**also one at a time**).

