

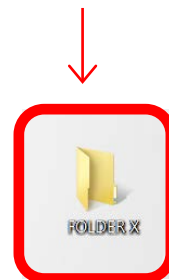
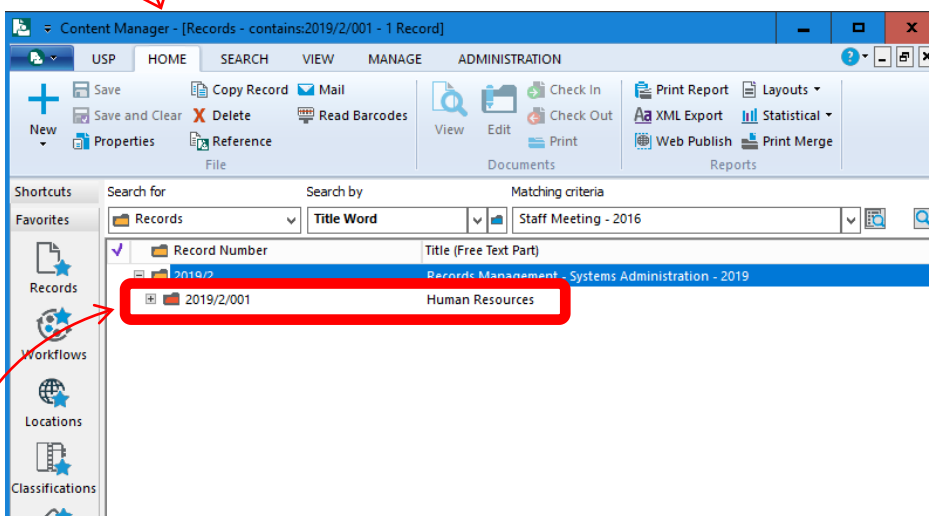


## SAVING MULTIPLE DOCUMENTS INTO CONTENT MANAGER (CM)

This document provides you instructions on how to save multiple documents into CM by using the **Check In** method.

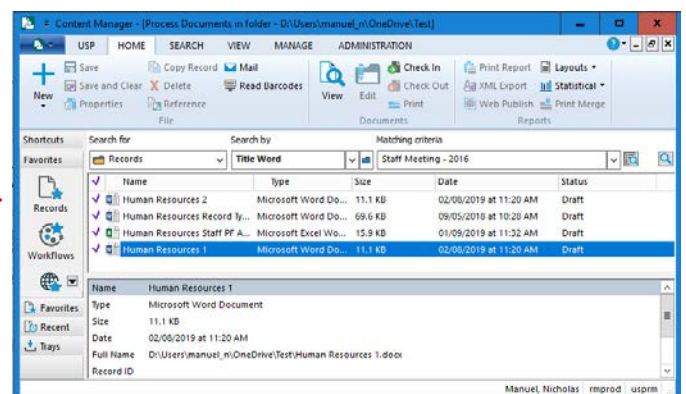
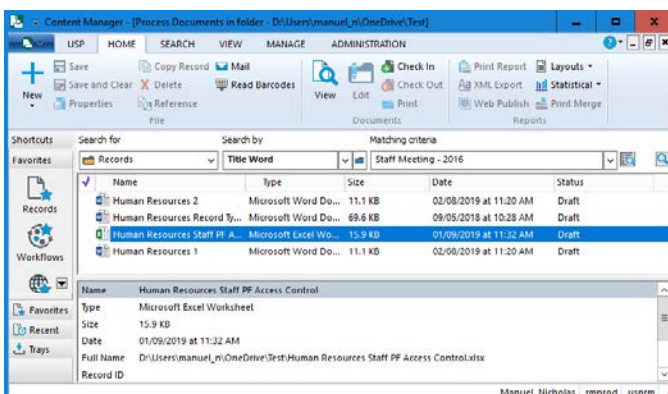
To save multiple documents:

- 1) Place **FOLDER X** (the folder that you want saved into CM) on your desktop.
- 2) Open CM and minimise the **CM window** so that you can view **FOLDER X** as well as the **CM window** on your desktop



- 3) Drag and drop **FOLDER X** into the highlighted folder in CM. In this example, CM – **2019/2/001** is the folder you want to save your documents into.

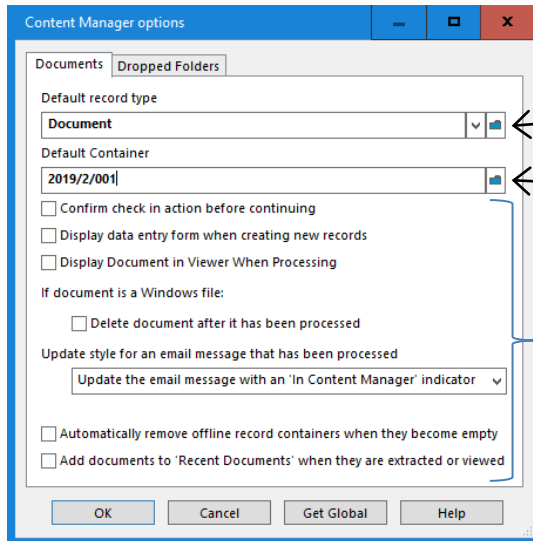
- 4) The following window will open up. Right click on any document and select “**Tag All**”





## INFORMATION SHEET

- 5) Once all documents are tagged, right click on any document and choose '*Options*'. You will see the window below. (Note, you are required to follow this step only if you are saving multiple documents for the first time).



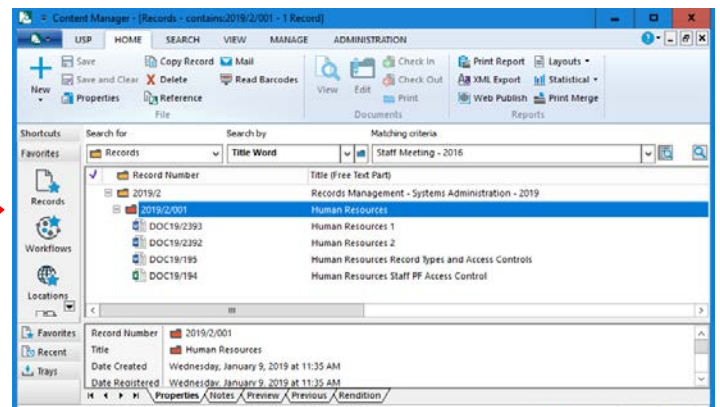
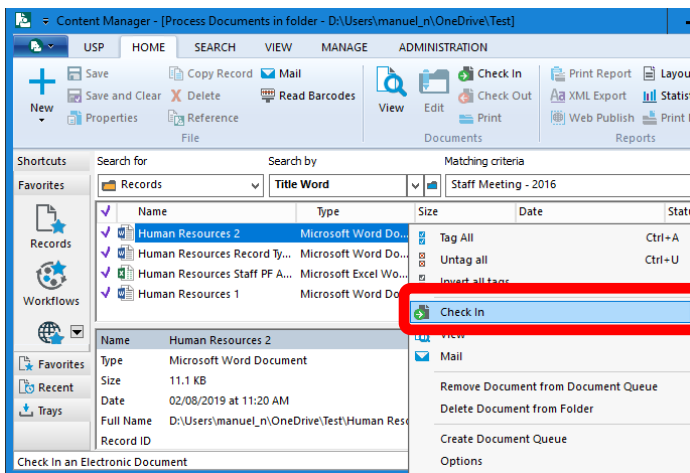
Default Record Type: **Document**

Default Container: **Click the blue icon** to select the correct CM folder.

**Uncheck any box that may have been checked**

Click '**OK**'.

- 6) The screen below will appear. Right click on any document and select '*Check In*' (this will immediately check in all the documents you had tagged into the corresponding CM folder. Check point: the status of the documents will change from 'Draft' to 'Original'). If you check the corresponding CM folder, it should now contain all the documents you had selected as seen in the example below.



For further information or for advice, please do not hesitate to contact the Records Management office.