

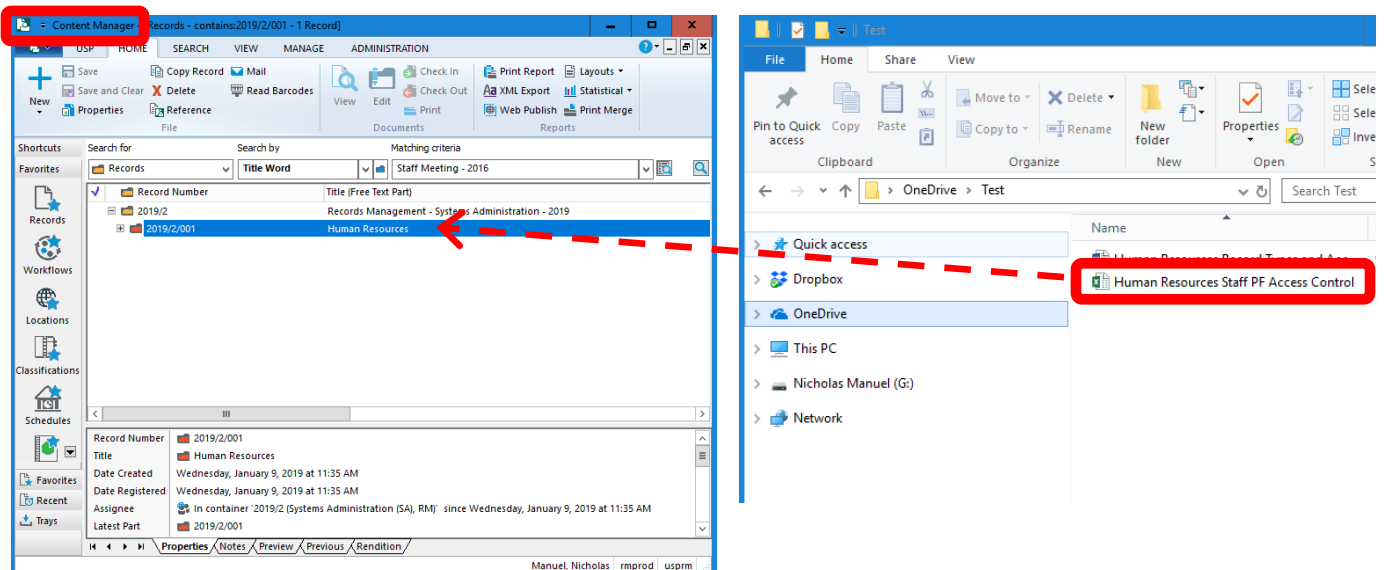


## SAVING A DOCUMENT INTO CONTENT MANAGER (CM) USING THE DRAG & DROP METHOD

You can place documents, folders and emails held in your shared drive or desktop into a CM folder using the Drag & Drop Method.

To drag & drop a document into CM:

- 1) Arrange your computer's window so that the document you wish to save into CM and Content Manager are both visible on your desktop. In this example, you will be saving the *Human Resources Staff PF Access Control* into the CM child folder *2019/2/001*.



- 2) **Drag and Drop** – Click on the *Human Resources Staff PF Access Control* document using the left mouse button. Hold down your finger and drag the document across to the CM child folder *2019/2/001* and release the mouse button.
- 3) You can also save folders into CM using the Drag and Drop method – refer to the “Saving Multiple Documents into CM” Information Sheet.

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