# Working with HPE Content Manager Web Client Layouts

Introduction

The HPE Content Manager Web Client allows you to connect to the University's records system using a web browser. It offers a streamlined interface that includes the most frequently used HPE Content Manager features.

Note: Chrome and Firefox are recommended browsers. Internet Explorer may not provide an optimal user experience with the Web Client.

Home Screen Layout

The Home screen will display three dashboards. What you see as your default dashboards may vary depending on what you use most often in your Content Manager software. Most users should see the Favourite Records and Recent Documents dashboards, but the third may differ from the example image shown below.
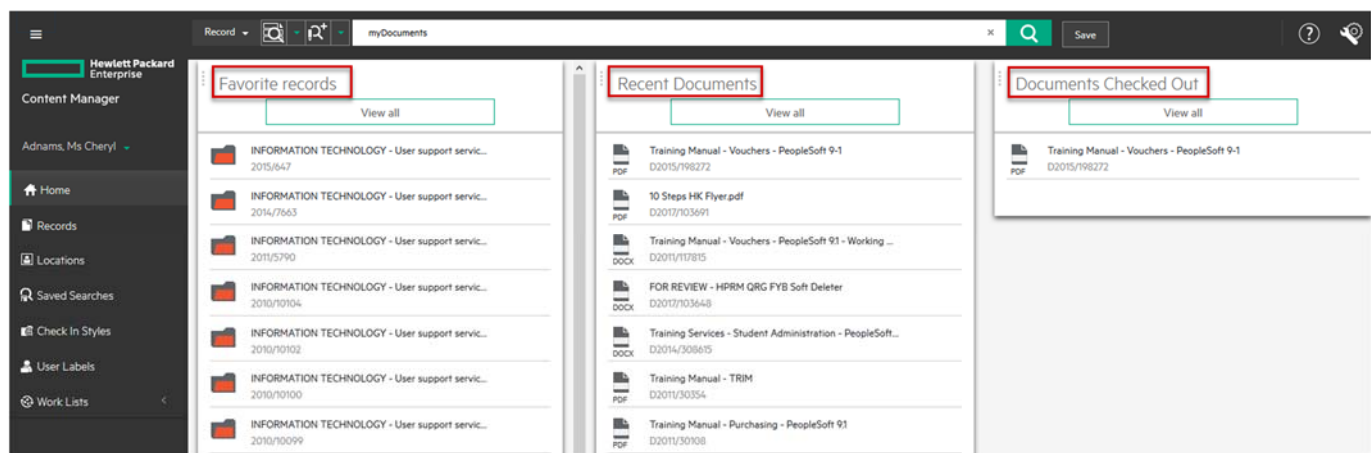
For example, as above: Favourite Records, Recent Documents, Documents Checked Out is the default setting.

- *Favourites*: Records that are accessed frequently can be added here for future use.

- *Recent Documents*: Contains a listing of the most recent documents you have edited or saved to HPE Content Manager.

- *Documents Checked Out*: Displays all records checked out to that are being edited.

Customise Dashboards

You can customise your Home screen layout to include the three dashboards you use most frequently access in HPE Content Manager Web Client.

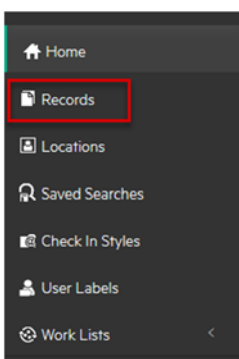1. Click the **settings icon** in the top right hand corner.

2. On the Settings screen, **click three dashboards** you want to have displayed on your Home screen, then click **OK**.

   Note: A maximum of three dashboards can be selected to display on the Home screen.
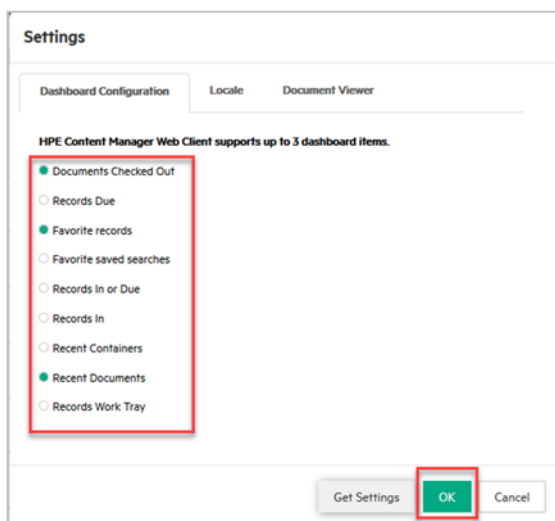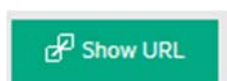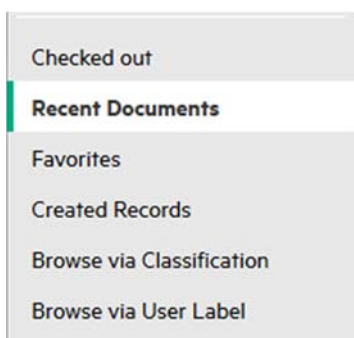

Records Screen Layout

1. Click the **Records** link in the menu on the left side of the home screen.

Icons / Categories Explained

To create new records.

Recent Records – Contains a list of the most recent documents have accessed, edited or saved to Content Manager.

Favourites – Records that are accessed frequently can be added here for future use.

Created Records – Records you have created will display here.

Browse via Classification – The University's Business Classification Scheme is available here to view where records have been created under the classification. Favourite classifications can also be added and viewed by selecting the Favourites tab.

Show URL – Shows the URL link for the selected document. The URL can be copied and added to applications such as email or another browser tab.