

# Register Documents Using The Drag and Drop Method

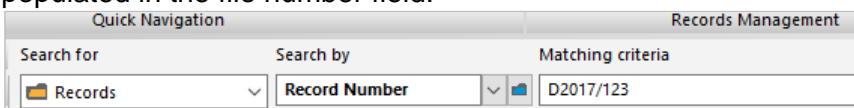
## Introduction

Documents located on your computer's shared drives, desktop and emails including email attachments can be registered in HPE Content Manager with a simple drag and drop.

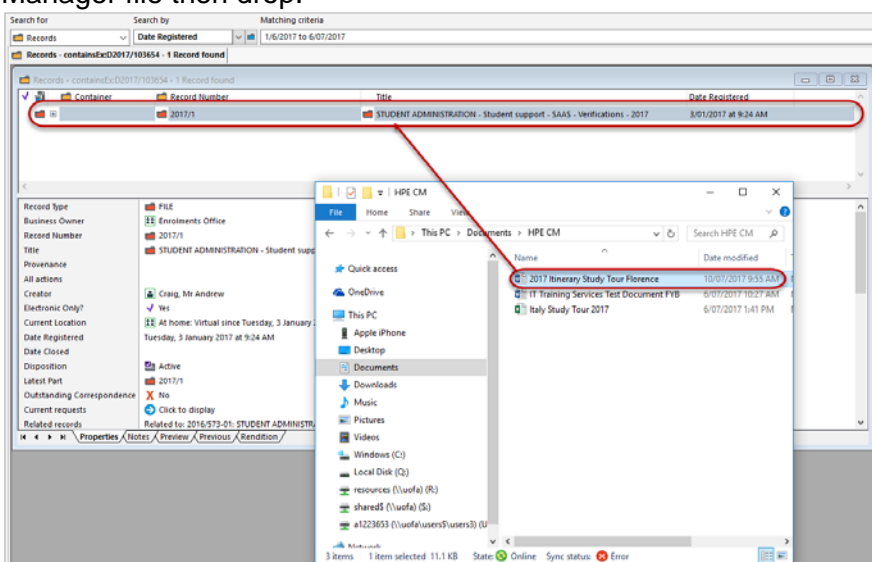
## Procedure

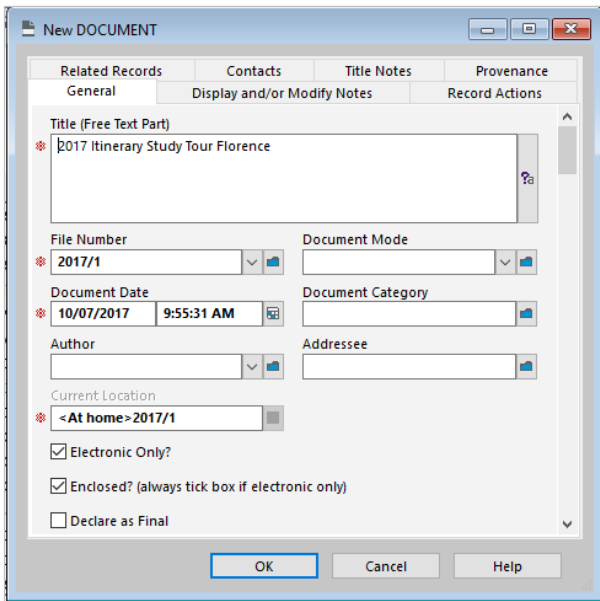
### Documents on your computer or shared directory

1. In HPE Content Manager locate the file in which you want to register a document. Files can be located by accessing Favorites or Recent trays in the shortcuts bar on the left of screen, or by performing a record search. Locating the file in HPE Content Manager first means there is less chance of the document being added to an incorrect file and the file number will already be populated in the file number field.



2. In **Windows Explorer** (the folder icon on your desktop taskbar), locate the document you want to drag and drop.
3. Restore down or reduce the size of your Windows Explorer and Content Manager windows so you can see both on screen together.
4. Click and hold down the left mouse button, drag the document over the top of the HPE Content Manager file then drop.



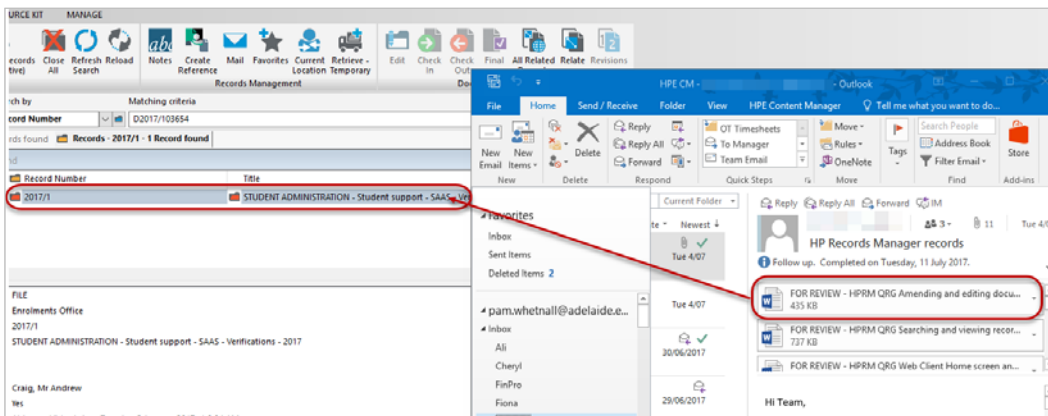


5. The Document Registration form will display to prompt you to save the document.
6. Complete the Document Registration Form. Ensure Business Rules and naming standards are followed and ensure unknown contacts in the author and addressee fields are removed.

**Note:** The File Number field will be auto-populated as the document was dragged directly over the chosen file.

## Drag and drop email attachments

Emails and email attachments can also be quickly and easily registered in HPE Content Manager using the drag and drop method.



## Contact Us

For further support or questions, please contact Records Services on **8313 5334** or [records.services@adelaide.edu.au](mailto:records.services@adelaide.edu.au)