

Saving Records into HPE Content Manager Web Client

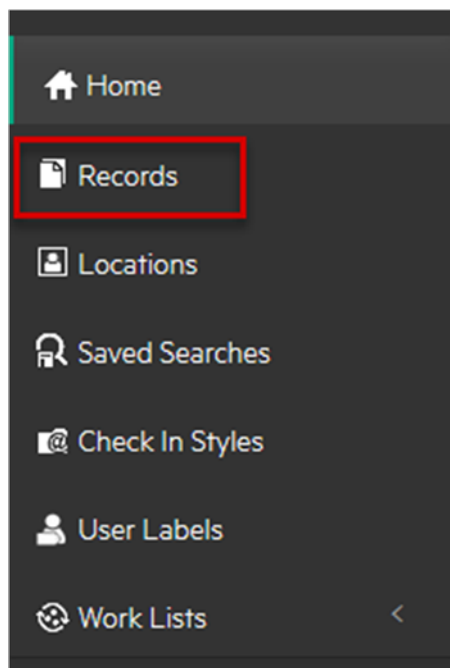
Introduction

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.

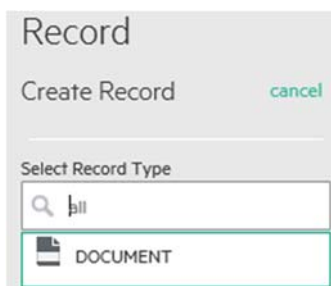
Note: Chrome and Firefox are recommended browsers. Internet Explorer may not provide an optimal user experience with the Web Client.

Procedure

1. From the menu on the left side of screen, click **Records**.



2. Click the **+**.
3. In the Select Record Type dropdown choose **Document**.



The document registration entry form will display.

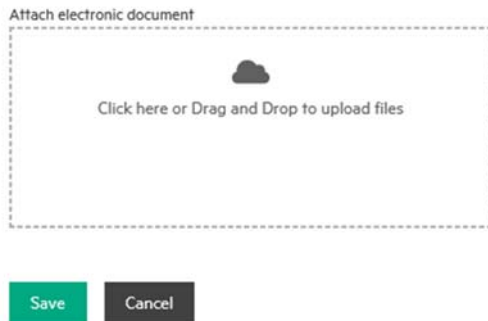
4. Complete the Document Registration Form. You will need to scroll down to see the rest of the Document Registration Form fields.

Note: Ensure the HPE Content Manager Business Rules and naming standards are followed and Required fields are completed.

5. In the **File Number** field, if you know the Content Manager file number you can type it directly into this field. Otherwise, use keywords to help locate the file.

6. To upload the document:

- Open a **Windows Explorer** window, locate the document and **drag and drop** into box, OR
- **Click in the box** (this will open Windows Explorer), **navigate** to your document, select it then click **Open**.



7. Once document is attached, click **Save**.

Note: Emails cannot be dragged and dropped out of Outlook into HPE Content Manager via the Web Client. You must first save the email to the desktop or Windows Explorer Folder.

Contact Us

For further support or questions, please contact Records Services on **8313 5334** or records.services@adelaide.edu.au