



# Content Manager (CM)

## Web Client – Working with Content Manager

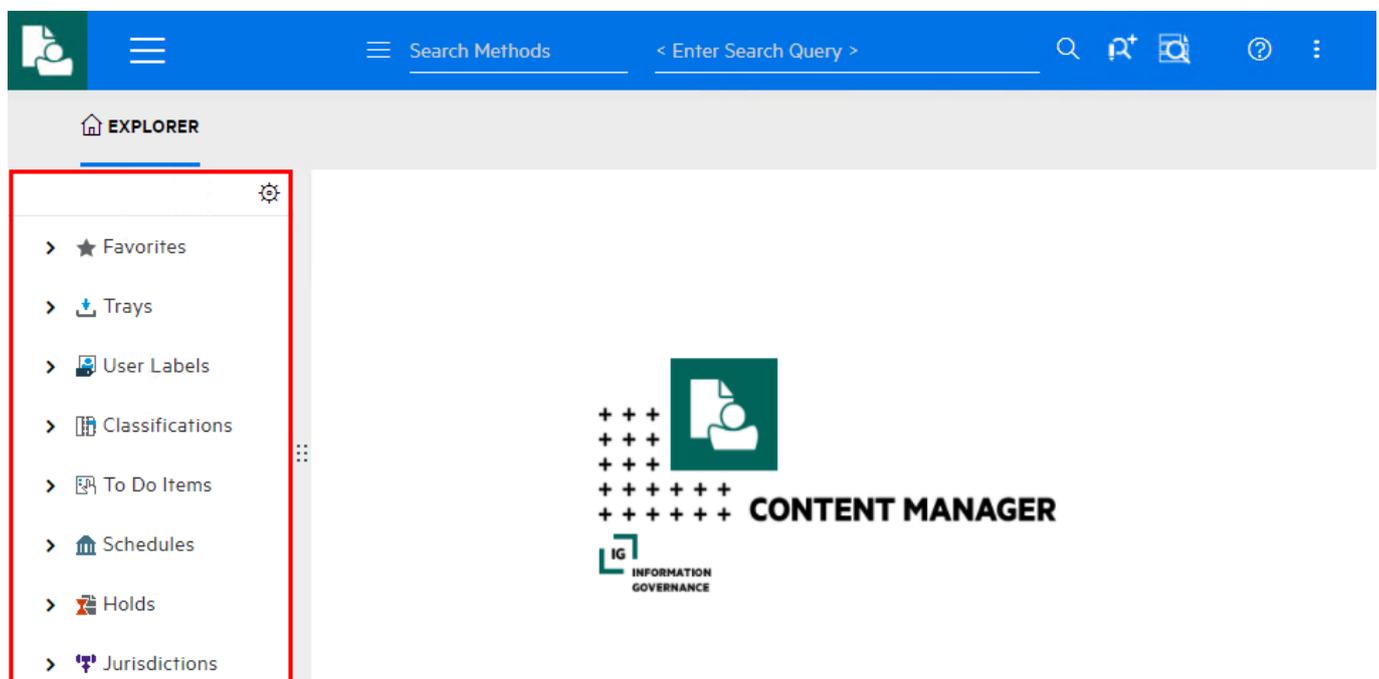
### Introduction

The 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 Content Manager features.

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

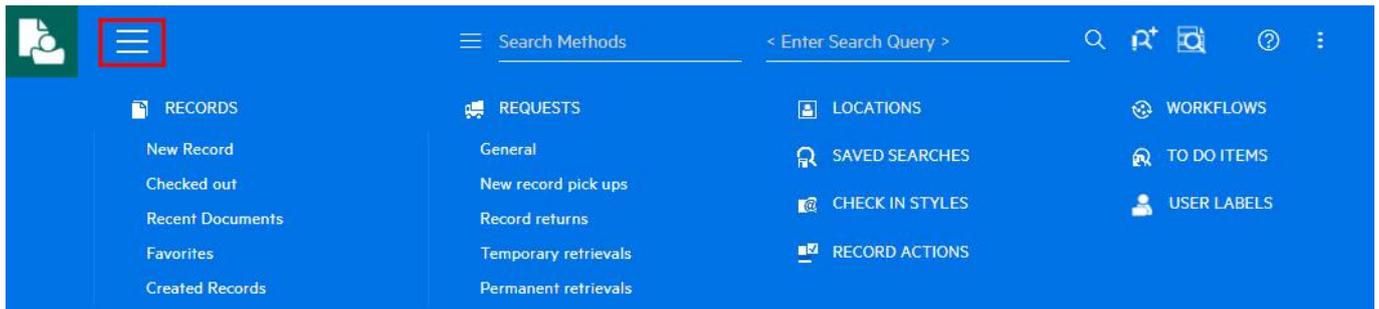
### Home Screen Layout

The Home screen will display an Explorer Pane down the left side which provides quick access to your Favourites, Trays and other Content Manager lists.



- *Favourites:* Provides access to Favourite Records, Locations, Classifications and Saved Searches.
- *Trays:* Provides access to Recent Containers, Recent Documents, Records Work Tray Records In and Records Due.

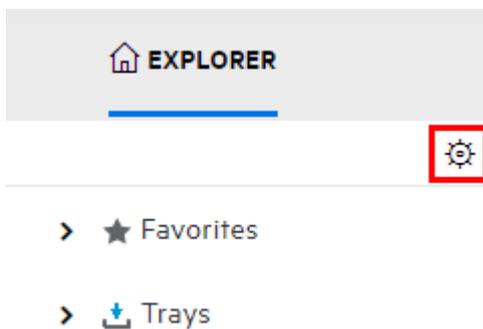
The Menu button provides access to additional information like, New Record, Checked Out records, Recent Documents, Saved Searches and Record Actions



## Customising the Explorer Pane

You can customise your Explorer Pane to include additional options to provide quick access to additional options.

1. Click the **settings** button in the top right corner of the Explorer Pane.



2. On the Configure Explorer menu will provide access to the following:
  - Explore Top Level Categories** – Customise the items that appear in the Explorer Pane
  - Favourites** – Customise the items that appear under Favourites Category
  - Trays** – Customise the items that appear under the Trays Category
  - Other Settings** – Set the maximum subordinate items to display

## CONFIGURE EXPLORER

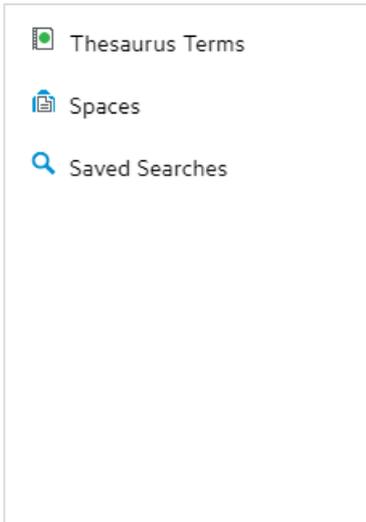
EXPLORER TOP LEVEL CATEGORIES

FAVORITES

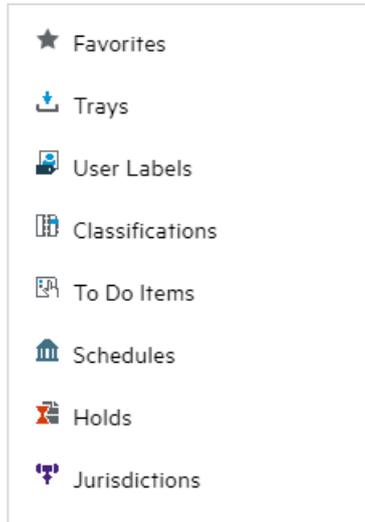
TRAYS

OTHER SETTINGS

ITEMS AVAILABLE



ITEMS SELECTED



GET GLOBAL

OK

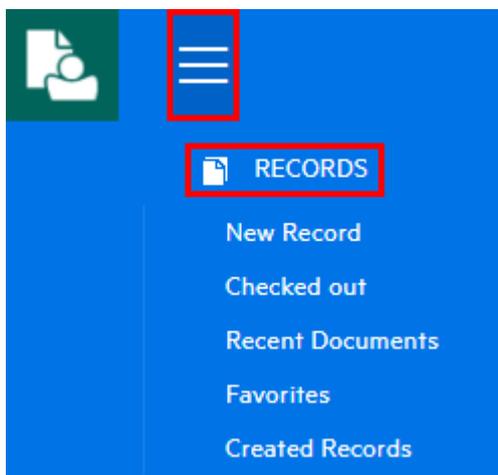
CANCEL

3. New items can be added by clicking on the relevant item in the Items Available list and clicking the Add button 
4. Items can be removed by clicking on the relevant item in the Items Selected list and clicking the Remove Button 
5. The order of the items can be changed by clicking on the relevant Item Selected and use the Up and Down button  
  

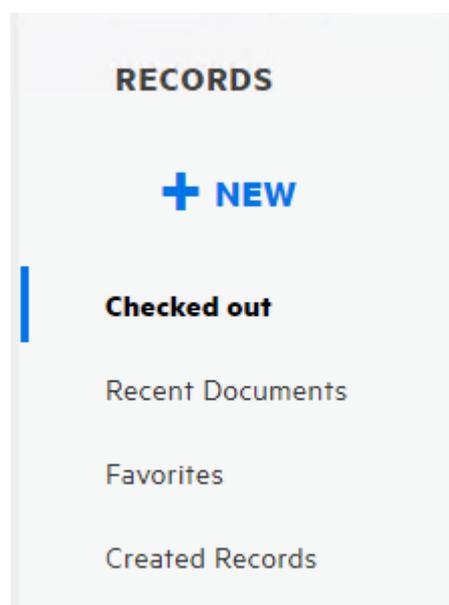
6. Once you have finished making your changes click **OK**.

## Record Screen Layout

1. Click the Menu button at the top of the screen.
2. Click the Records heading.



## Categories Explained



**New** – Allows for new records to be saved to Content Manager

**Checked out** – Display all currently checked out records

**Recent Documents** – Displays the most recently saved or edited documents

**Favourites** – Displays the favoured records

**Created Records** – Displays Documents and Folders that you have created

## 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)