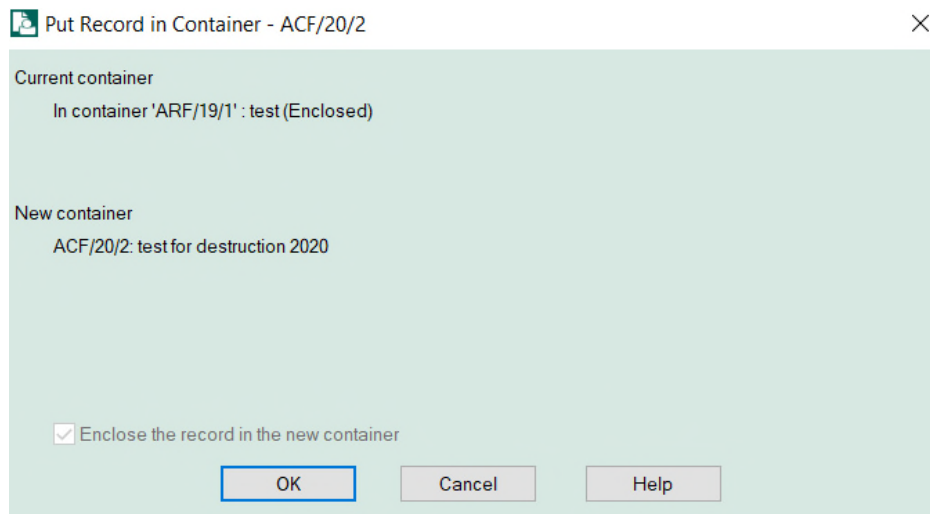

MOVING RECORDS TO DIFFERENT CONTAINERS

The guidelines describe the steps for changing a document's Container (Folder). This is also known as moving previously saved records from the current folder to another folder.

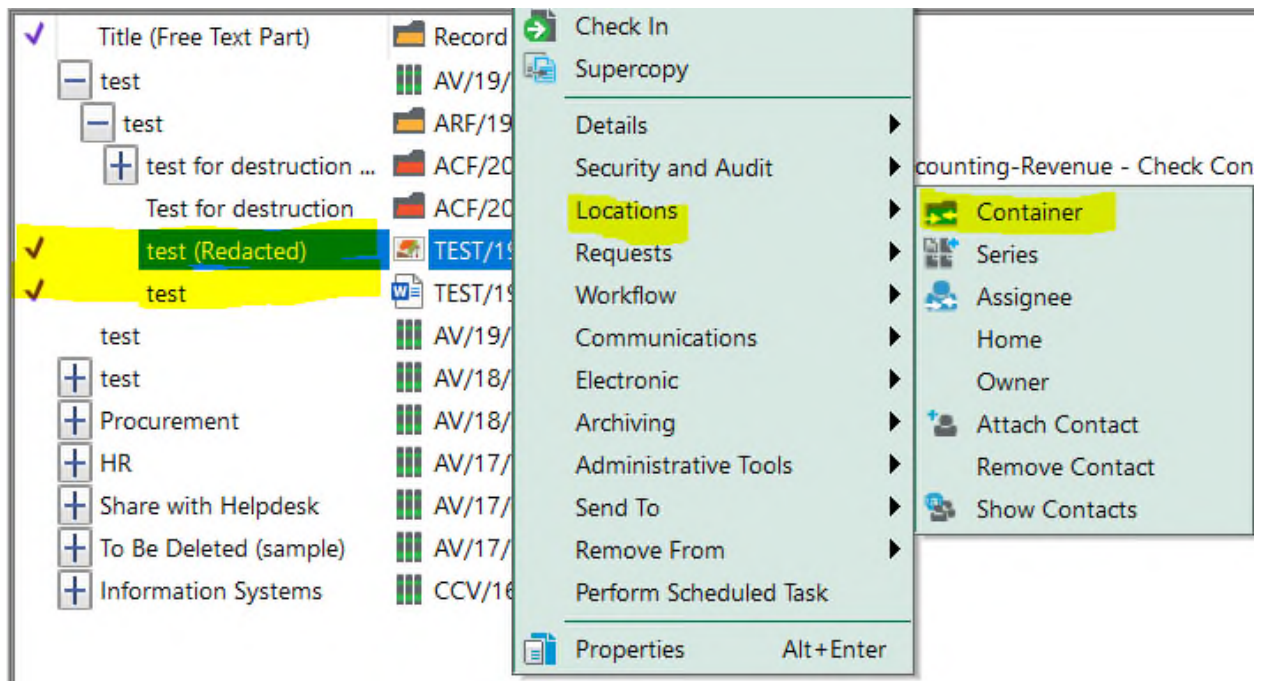
METHOD 1 (MOVING A SINGLE RECORD): search for the record you want to move to the new location. Then search for the container you want to move the record to. **Drag and drop** the record from one container to another> hit ok to confirm the change.

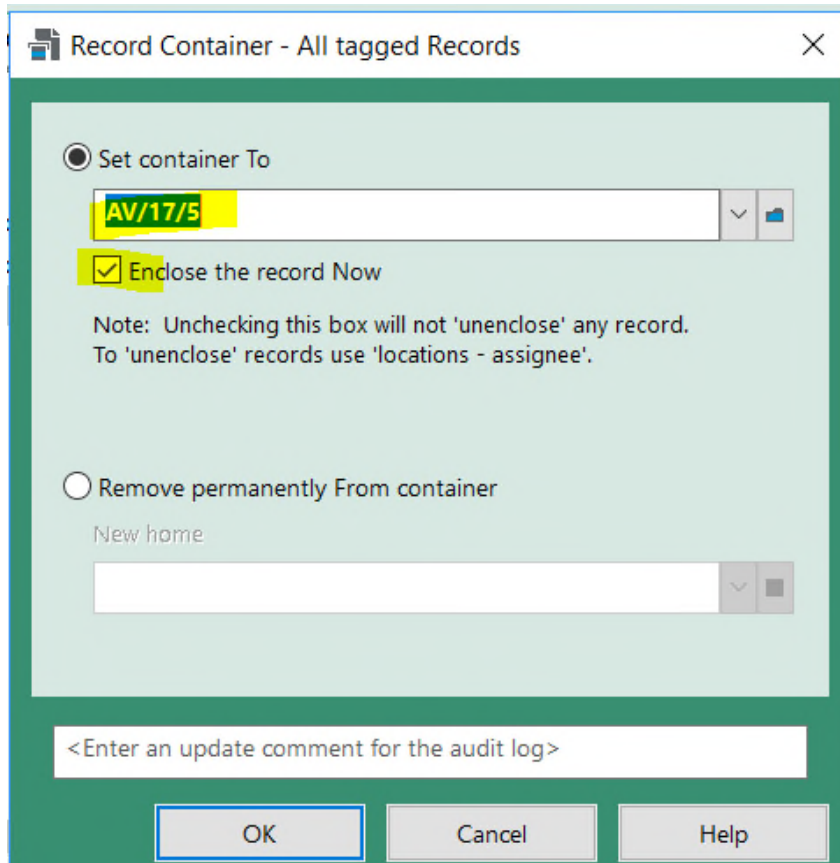


METHOD 2 (MOVING MULTIPLE RECORDS): Search for the records you want to move to the new location> Tag the records by clicking in front of the records>Right Click> Locations> Container> add the Container number for the new container you are moving records to>Make Sure to check the '**Enclose the Records now**' button>hit OK> yes to all.



Changing a Document's Container (Folder)





The dialog box is titled "Record Container - All tagged Records". It contains two main sections. The first section, "Set container To", has a radio button selected. Below it is a text field containing "AV/17/5" with a dropdown arrow and a folder icon. A checkbox labeled "Enclose the record Now" is checked. Below this is a note: "Note: Unchecking this box will not 'unenclose' any record. To 'unenclose' records use 'locations - assignee'." The second section, "Remove permanently From container", has a radio button unselected. Below it is a label "New home" followed by an empty text field with a dropdown arrow and a folder icon. At the bottom is a text area with the placeholder "<Enter an update comment for the audit log>". At the very bottom are three buttons: "OK", "Cancel", and "Help".

Check to confirm if the records were moved to the correct folder.