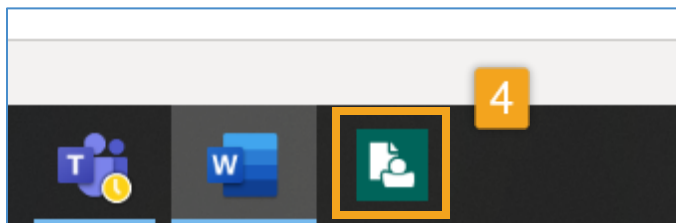
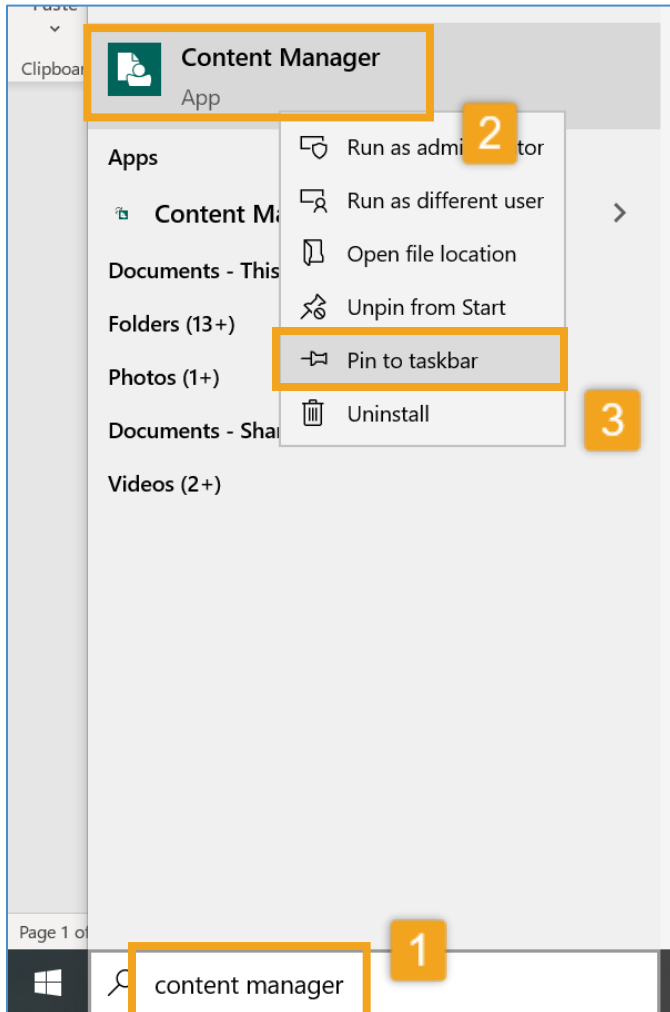




Content Manager (CM) Guide

How to Open

This is general guidance for **how to open** Content Manager.



1. Type **content manager** in the computer taskbar search

2. Right click on **Content Manager**

Note: do **not** choose other applications that have other words in their title, such as DataPort, Desktop, or Queue Processor. Only use the app with the exact title "Content Manager" as shown in this screenshot.

3. Select **Pin to taskbar** (After you have done this once, the icon will always be pinned to your taskbar)

4. Open Content Manager by **left clicking the icon on the taskbar**

Important! Connection to the county's network is required, which means you must be on **VPN if working remotely**.

If you get an error message when attempting to open, it usually means that either a) you are NOT connected to VPN or b) your account has not yet been activated by Records Management.

Contact us at

records.management@kingcounty.gov to ensure you are activated.



King County Records Management Program
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www.kingcounty.gov/recordsmanagement

03/2024