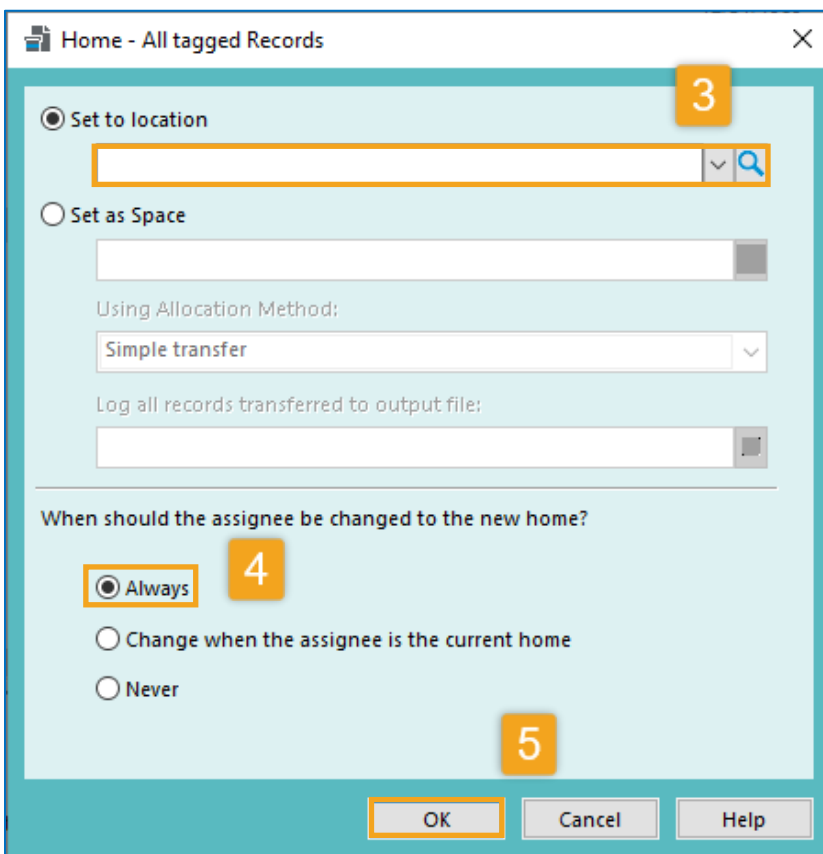
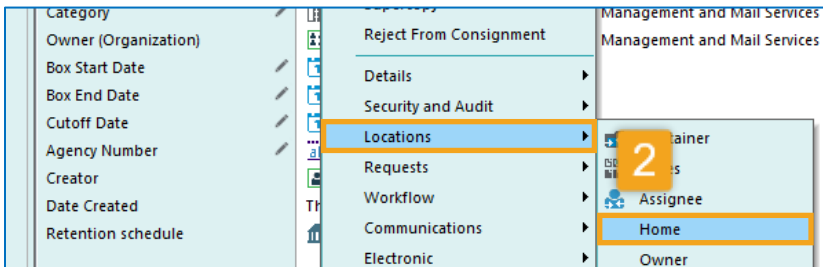
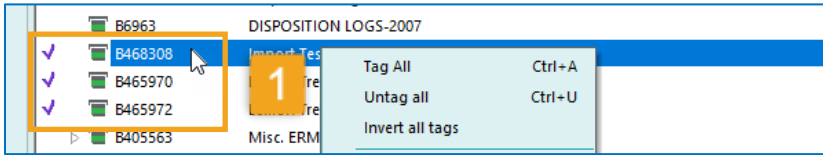




# Content Manager (CM) Guide

## How to Change the Home of a Box

By default, it is only possible for the original creator of the box to submit a pickup or retrieval request. However, there is a workaround: follow the process in this guide before submitting any requests.



### Open Content Manager

**1. Right click** on the box to update  
Refer to separate guidance on how to search for boxes

*Pro Tip: to change more than one box at a time, tag each of them before proceeding. Be sure to accept "All Tagged Rows" and click "Yes to All".*

**2. Select Locations and Home**

**3. Under Set to location, erase** the current name and **change to your own** (type last name first, then click the **magnifying glass** to locate and choose your name).

**4. Under "When should the assignee be changed to the new home?" choose Always**

OR, put a **check mark** next to **"Also set the assignee to be the new home"**

**5. Click OK**



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