Content Manager Guidance

Create a Box

This is guidance for how to create a Box in Content Manager.

1. Click HOME tab
2. Click Plus Sign (+)
3. Select Box
4. Click OK

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5. Enter the **Box Title**

6. Enter the **Box Notes** (optional)

7. Select a **Category** using the blue folder lookup button (Note: after any Category has been used, a down arrow will appear to select previously used Categories).

8. Select an **Owner** using the blue folder lookup button (Note: this defaults to the agency where the user works. Only change if needed).

9. Enter the **Box Start Date**

10. Enter the **Box End Date**

11. Enter the **Date Closed** (i.e. Cutoff Date)

12. Enter the **Agency Box Number** (optional)

13. Click **OK**

*Refer to separate guidance documents for best practice and naming conventions for **Titles**, **Categories**, and **Date Closed**.*