EDRMS CONTENT MANAGER TIP 001

Downloading EDRMS Content Manager from the Software Center

Download from the Software Center

You can download **EDRMS Content Manager** directly from the **Software Center**. Access **Software Center** from the windows **Start** menu. Search for **Software Center**. Next, under **Applications**, search for the application **EDRMS** (no spaces) to install.

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E Applications	All Required EDRMS	×
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C Operating Systems		
Installation status		
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	RDM - ContentManager HPE 9.2.1.9629	

1. Verify that Software has been Installed.

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You can see the status of your software under Installation Status.

You may need to restart your computer for the upgraded software installation to fully complete. After the installation is complete: **SHUT DOWN** your computer, **Wait 5 minutes**, then **Restart**.

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2. Open EDRMS Content Manager

From your start menu, select the icon named simply **EDRMS Content Manager** (not the other versions - Desktop, DataPort, Queue Processor). It will be found under **Recently added** OR alphabetically under the **E**. You can then right click on it and Select **More** and **Pin to taskbar** to create a shortcut.

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If the program does not appear under applications to install or won't install, please contact <u>77000@gov.bc.ca</u> (250-387-7000).

If the program installs but there is an issue, please contact <u>EDRMS.HELP@gov.bc.ca</u>