



**CR COLLEGE ^{OF}_{THE}
REDWOODS**

Business Office

Etrieve Training

May 27, 2026

Welcome

- To Etrieve Content Training
- Use the chat feature to ask questions or raise your hand



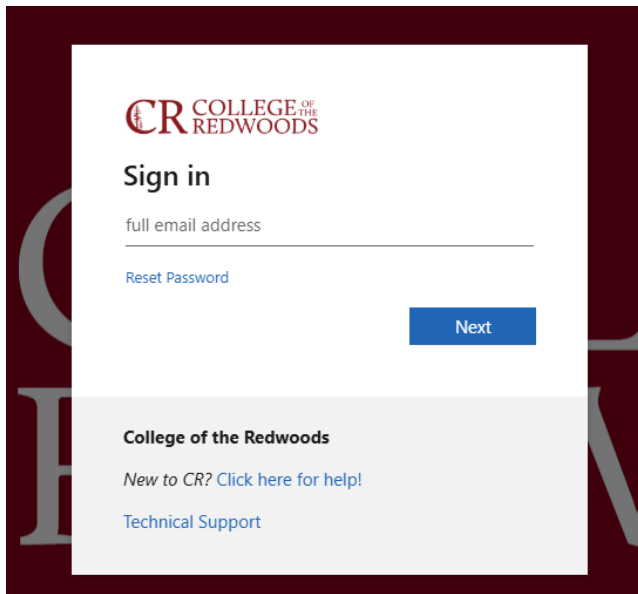
What is Etrieve Content

- Etrieve Content is the document storage retrieval part of Softdocs Etrieve System.
- It is used to: Store documents securely, Search for electronic records.
- The Business Office uses this platform to keep records of Vendor Applications, Contracts, PO's, BO's and Payments

How to Access Etrieve – Content

- Etrieve Content can be access through the following URL:

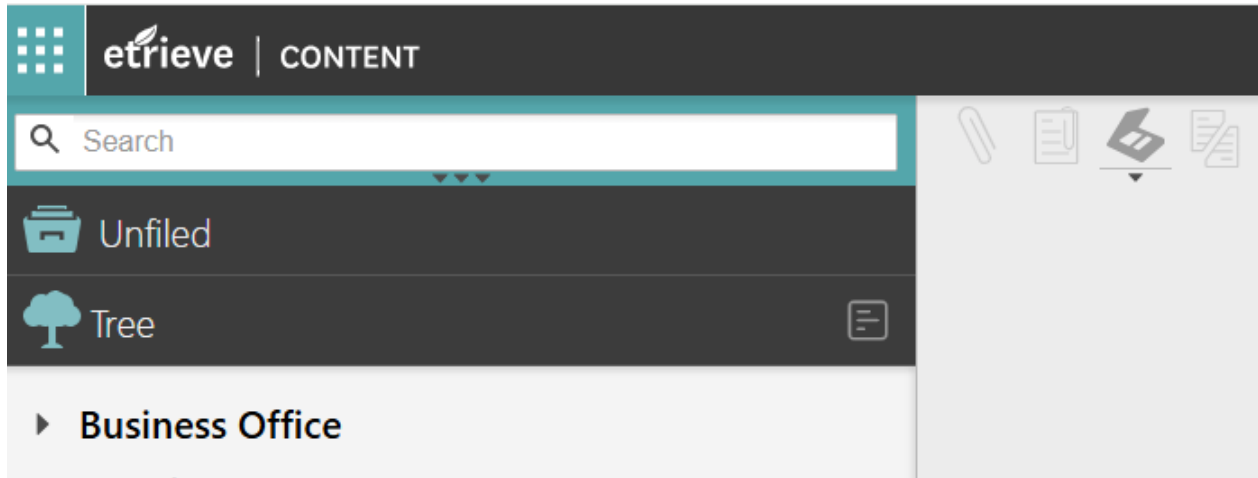
<https://etcontent.redwoods.edu>



The screenshot shows a sign-in page for the College of the Redwoods. At the top left is the logo for the College of the Redwoods, consisting of the letters 'CR' in a stylized font followed by 'COLLEGE OF THE REDWOODS'. Below the logo is the heading 'Sign in'. Underneath is a text input field labeled 'full email address'. To the left of the input field is a blue link that says 'Reset Password'. To the right of the input field is a blue button labeled 'Next'. At the bottom of the page, there is a footer section with the text 'College of the Redwoods', a link 'New to CR? Click here for help!', and another link 'Technical Support'.

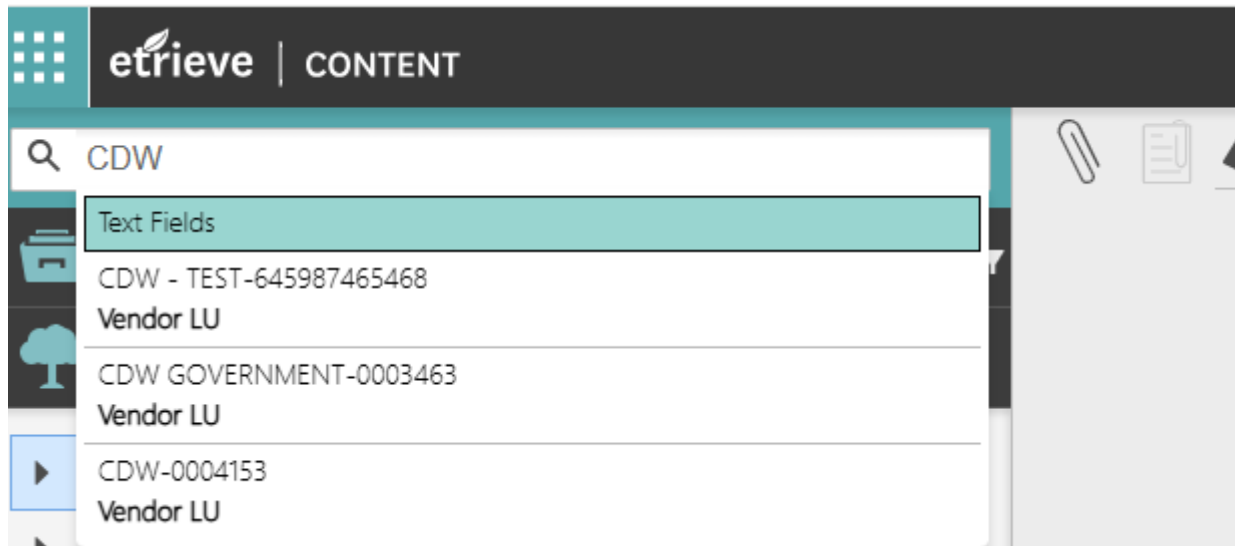
- The recommended Browser is Google Chrome
- Sign in using your full CR email address
- Enter your password – this is the same password as your computer
- You'll arrive at the Etrieve dashboard/home screen

Using Etrieve Content



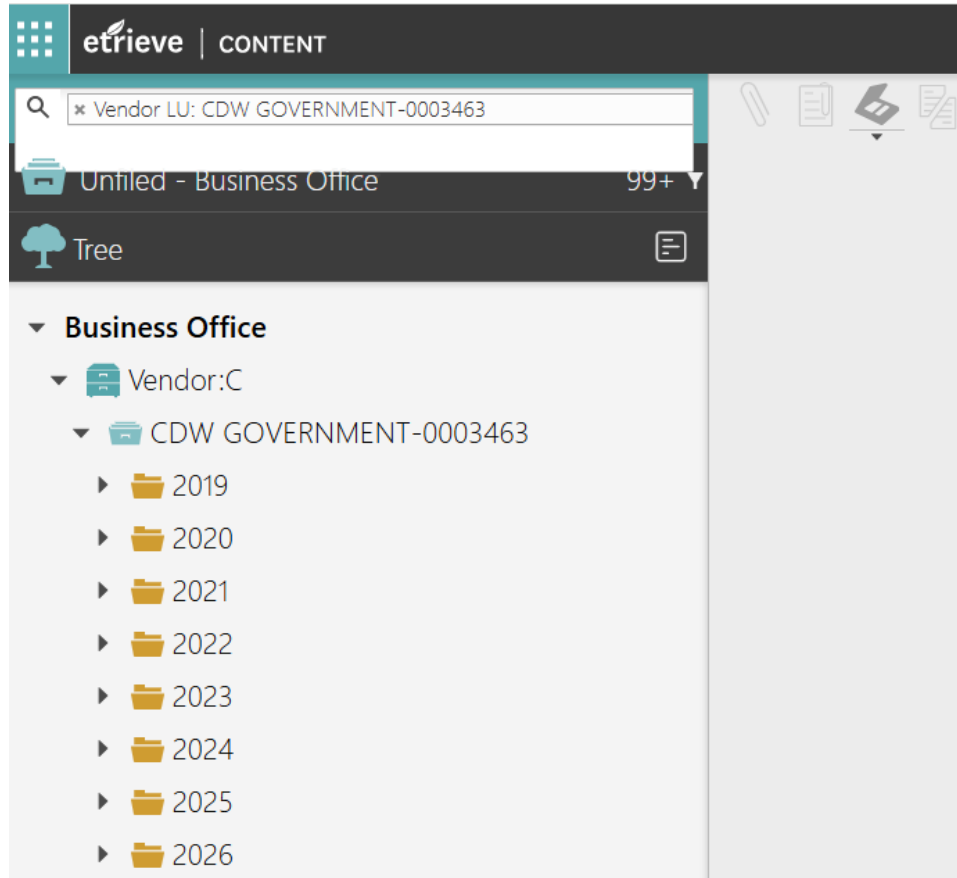
- Once on the home screen you will see the Search Bar, Tree and the Business Office File.

Using Etrieve Content



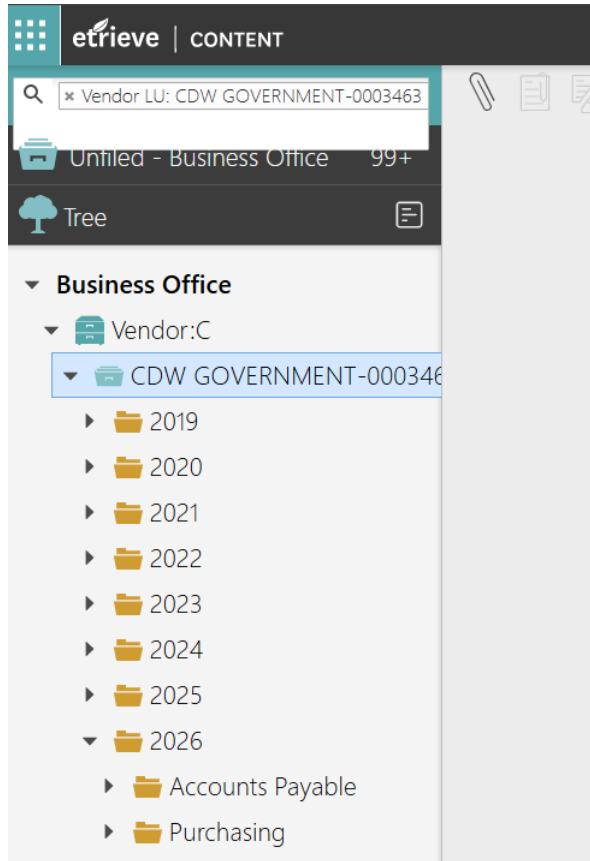
- You can search by vendor name or Vendor ID#
- Select the correct vendor name

Using Etrieve Content



- Once the vendor has been selected you will see the vendor's file with fiscal year folders.

Using Etrieve Content



- Open current fiscal year folder
- You will see two folders inside of it
 - Accounts Payables
 - Purchasing
- Open the purchasing folder. You will find all BO's and PO's here
- To close the vendor's folder you will click the x on the search bar



Thank
You!

**Thank you for
attending!**

Any Questions?