Keep original wills and deeds in the strongroom

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The strongroom register says what original documents you hold for clients, exactly where each one is, and who took it out and why.

Before you start
An admin switches on the **Wills and probate** pack first. See Switch on a pack.

1 Add a document

Go to **Strongroom**

Press **Add document** and fill in:

- **Client**, and the **Matter** if it belongs to one
- **Document**, like a will, codicil, title deeds or a lasting power of attorney
- **Dated**, if you know it
- **Description**
- **Where it's kept**, like "Safe 2, box 14"
- **Came in**

Press **Add to the strongroom**.

2 Find one again

Use **Search the strongroom**, and choose **Held or out**, **Out** or **Released** to narrow the list.

3 Record a move

Open the document. Under **Record a move**, choose **What happened**: **Taken out**, **Brought back** or **Released**. Say **On** what day, **Who it went to** and **Why**, then press **Record**.

4 Check its history

History lists every move with who recorded it, so you can answer for the document at any time.

If something goes wrong

You can't see Strongroom in the menu.
The **Wills and probate** pack is off. Ask your Desk admin to switch it on.