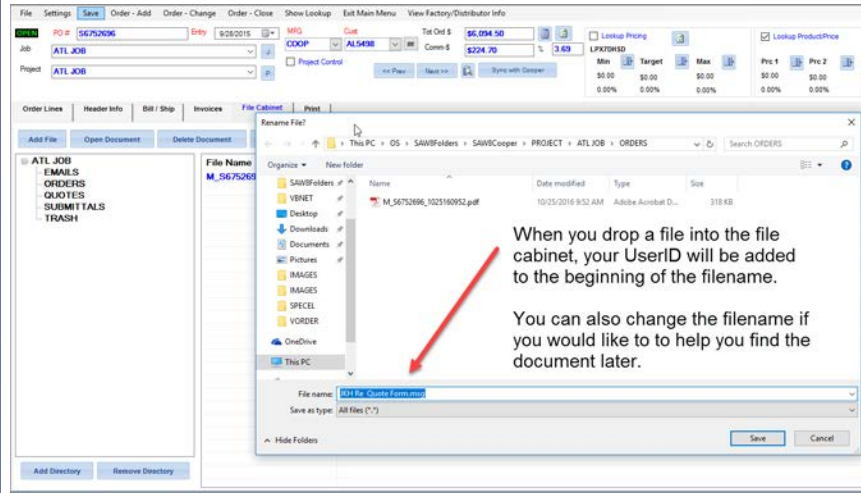




New File Cabinet Features

Renaming Files and adding your UserID to the filename

In an effort to make it easier to find and locate documents placed in the File Cabinet, we've added a Rename box that pops up when you drop a document in the File Cabinet. Your UserID will also be added to the filename. You also have the ability to completely rename the file.



Trash Feature

It is very easy to accidentally delete the wrong file from the File Cabinet. You now have the option to move files to a Trash folder within the Project Folder instead of permanently deleting the file when you delete it. Simply add a folder called TRASH to the File Cabinet Default folders. The administrator can make this change in the Index to File Cabinet Documents from the main menu (under Name & Address / Follow up). Then Click Settings – Set Project Folder Names. Add a TRASH folder at the bottom of the list. Click Save. The trash folder will now be automatically created for you on each project.

