## New File Cabinet Features

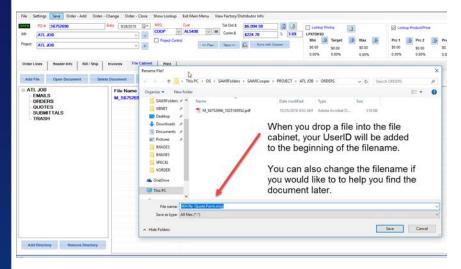


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THE CAHILL SYSTEM

## 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.

8 Lookup Jump Settings	Grid Options Import Entry He	þ			
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Set Default Project Folder Names Add the folders that you would like wato-generated for each Project. To Delete a folder name, highlight the row and press Delete on the keyboard		e button will be set back to 'QUOTES			>
Description	Quote Directories		Order Directories		
EMAILS	1-Bill of Material	QUOTES 🗸	1-MFG	ORDERS	$\sim$
QUOTES	2-Lump Sum	QUOTES ~	2-Office Copy	ORDERS	$\sim$
SUBMITTALS	3-Unit Price no Extensions	QUOTES 🗸	3-Customer	ORDERS	$\sim$
*	4-Unit Prices with Extensions	QUOTES 🗸	4-Shipping	ORDERS	$\sim$
_	5-Office Copy	QUOTES ~	5-Bill of Lading	ORDERS	$\sim$
	6-RFQ Request For Quote	QUOTES ~	6-BOL Laser	ORDERS	$\sim$
-	7-Mfg Sequence with totals	QUOTES ~	7-Buy / Sell Invoice	ORDERS	$\sim$
_	8-Submittal Print	QUOTES ~	8-Packing Slip	ORDERS	$\sim$
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	9-Purchase Order	QUOTES visUnder Project	Check Valid F	older Names Save	Cancel