

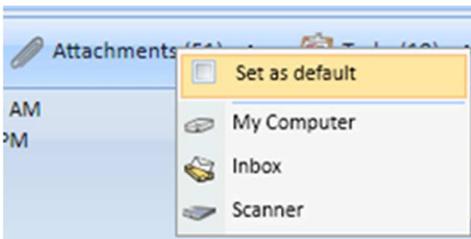
User Default View

Extra! Extra! Read all about it!—Set your defaults with GreenFolders!

While reading the newspaper, do you head straight for the Sports or Business Section? Maybe you know exactly which section and page to find your horoscope for the day! At GreenFolders we know that each person looks for different pieces of information inside the folder. That is why we added a feature to help you choose the tab that you would like to have opened first!

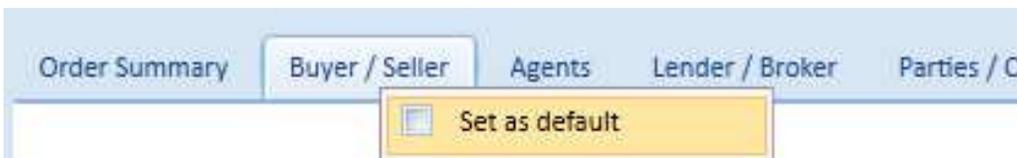
"I've set 'Attachments' as my default, because that's the way I like it"...

Maybe when you open a folder, you go directly to "Attachments" without looking at the Folder information. Or maybe you only get "Tasks" assigned to you and when the folder opens; you would like the tasks to display first. Choose the section of the folder you would like to set as your default by right mouse clicking on the desired section. Then click on the box provided to set the section as your default. Now that section will open first each time you open a folder.



"And I view Forms my way"

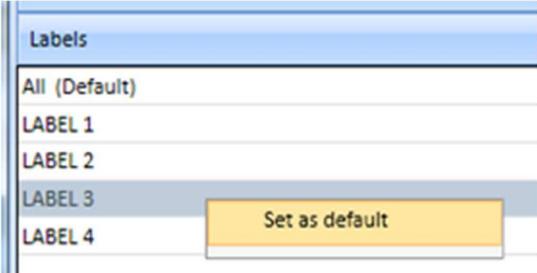
After opening a folder and viewing the folder information, select the form you would like to view first each time you open a folder. To set your default, right mouse click on the desired tab and click on the box provided to set that specific form as your default. Now each time you open a folder, the form you have selected will open first.



**If your company does not have multiple forms, the form displayed will be the default.*

Get the Scoop with Labels...

When viewing attachments, are you always clicking on a specific Label to see the scoop on certain types of documents indexed by the labels? Just set it as the default and save time! Right mouse click on the desired label and click on the box provided to set that label as your default! Now each time you open the attachments section of the folder, only the documents labeled with your default label are displayed.



**If your company does not use labels, the default will be set to "All". (The All label shows all documents.)*

For more information regarding this Leaf of Knowledge, please contact a member of the GreenFolders Support Team at 801-747-2132 or GFSupport@GreenFolders.com.
