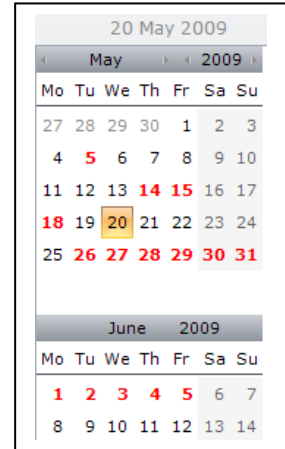


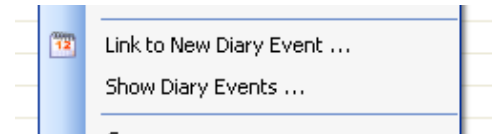
## DIARY FUNCTION WITHIN FILE STREAM DOCUMENT MANAGEMENT

Under the Workflow Tab you will find an icon for Diary. This has all the normal diary facilities you would expect similar to Outlook. It also allows you to link the diary entry to a document or set of documents already in File Stream e.g. contract or report.

On clicking the Diary icon a calendar is displayed allowing you to select your own or others' diary entries. The calendar displays which days have appointments in them by showing those dates in red. The image shown to the right shows part of the calendar.



Right clicking on any document in File Stream displays a menu which allows it to be linked to a new diary entry. There is also an option to show all diary events related to that document.



Clicking “Link to New Diary Event” will display the panel shown on the right. This allows the details for the reminder to be set - which user(s) it is assigned to, chosen date and duration. You can also create routine appointments (not linked to system documents) from this panel.