

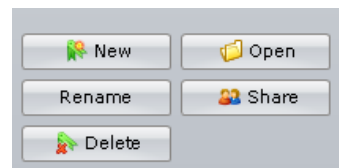
FILESTREAM DOCUMENT MANAGEMENT BOOKMARKS

Another new feature allows you to “Bookmark” frequently used documents. For example, if you have a number of documents that you frequently refer to e.g. Price Lists, Operating Instructions etc, you can access them quickly

You will find this icon on the “Document” tab.



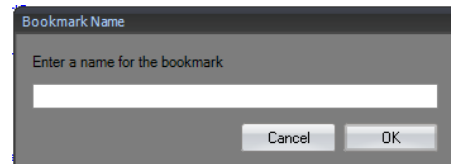
When you select it a new panel opens displaying these buttons.



Click on the New button and type in a name for the bookmark and click OK.

A bookmark icon appears in the Panel.

Drag and Drop onto the symbol any documents that you want to associate with it e.g. Price Lists.



You can have an unlimited number of “Bookmarks”

Bookmarks are only available to the user who creates them unless they choose to share them with other users. To share them, select the 'Share' button and follow the instructions. In this way you can build up a number of different bookmarks each of which can be linked to one or more documents.

Place the 'Bookmark' icon on your 'Quick access toolbar' for easy access. When you want to find a document, simply select it and choose to open the relevant 'Bookmark'.