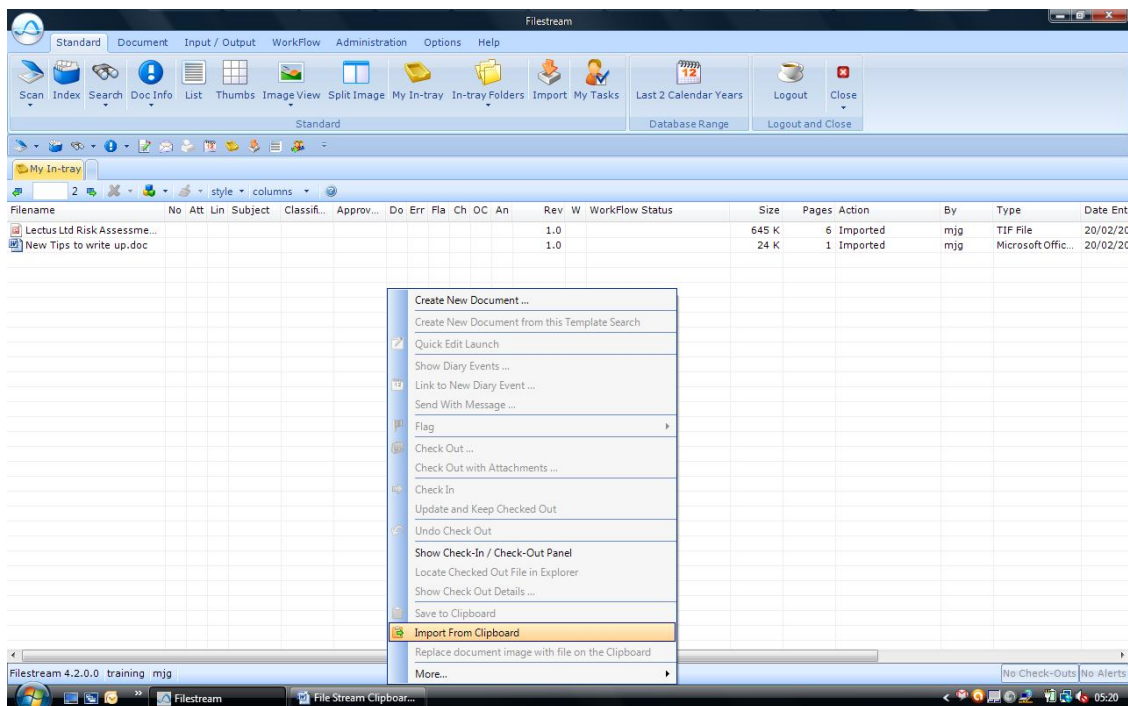
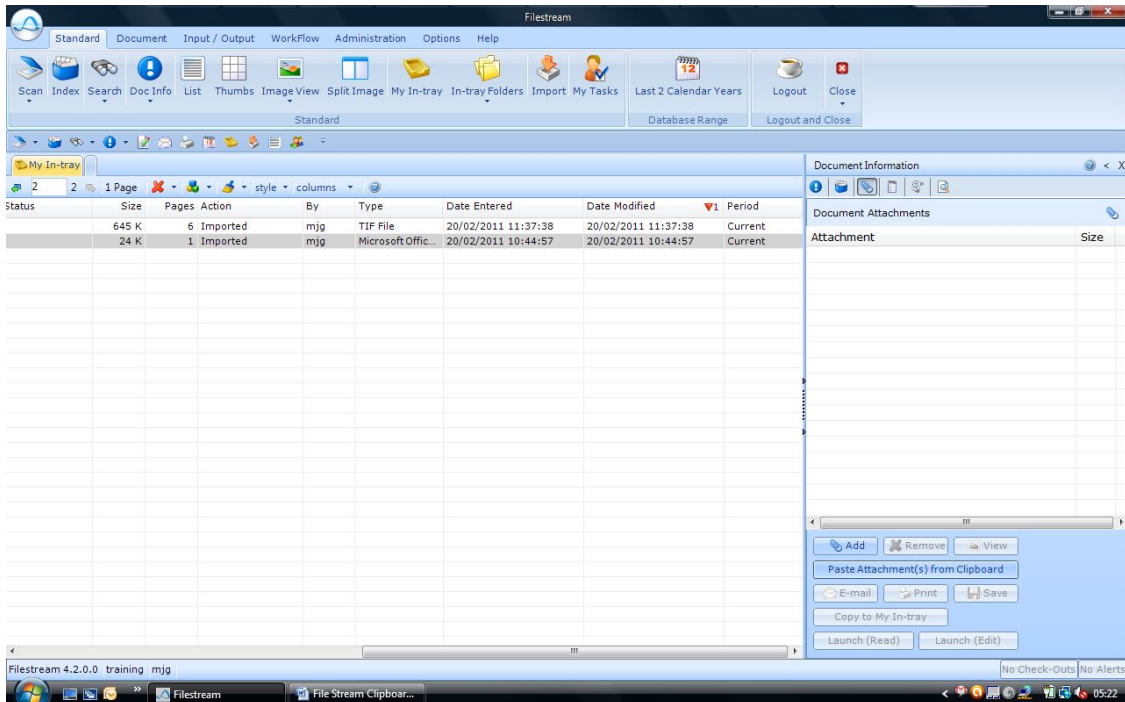


File Stream Clipboard function

This is a handy feature which enables you to effectively copy and paste files into and out of File Stream. It has a variety of functions as detailed below:

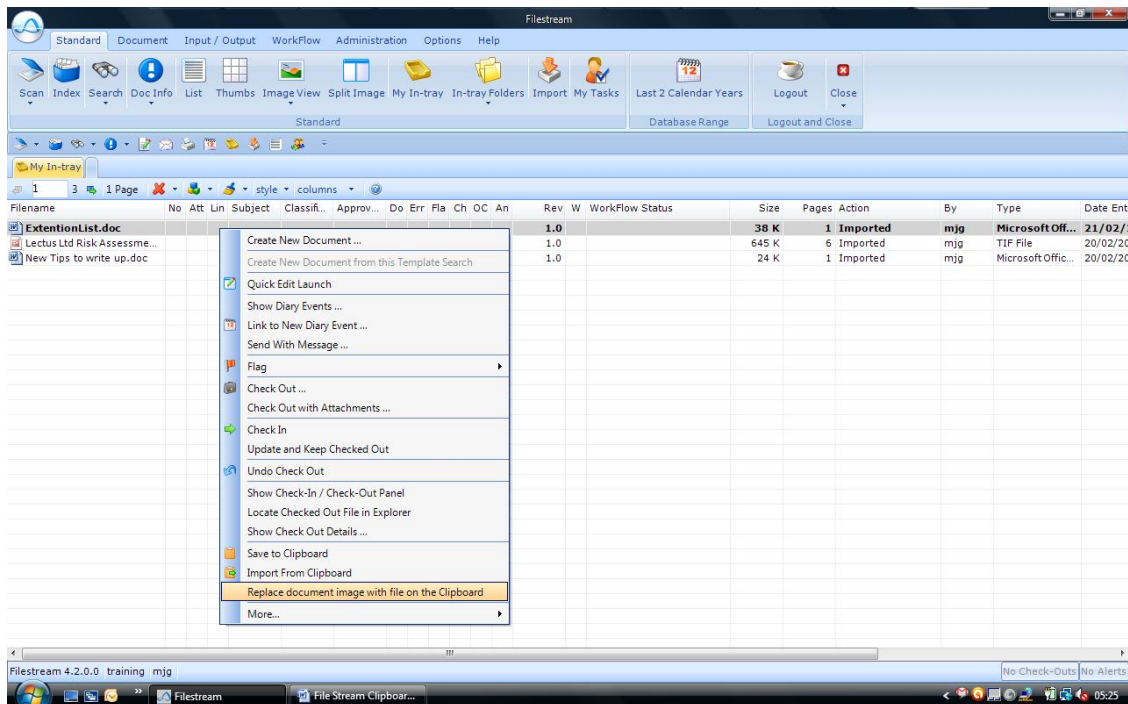
- Copy *any file on your PC in the normal way, using the Right Click 'Copy' option.
Then either go to your In-Tray and simply use the Right Click feature again and select 'Import from Clipboard' or alternatively, if you want to add the copied file as an attachment to an existing document, open the 'Attachments Panel and select the 'Paste Attachment from Clipboard' option at the bottom.





- This is also a very useful tool if you want to replace one document in the system with another (a good example of this is where you have sent a contract to a customer for signing and they return the signed copy. You now want to replace the existing unsigned copy with this new version.
 - Copy the new document. It may already have been received in Electronic format, if not, scan it into File Stream. Either way use the standard 'copy' function for files not in FS or the 'Save to Clipboard' option for files already in FS.
 - Now find the document in File Stream that you want to replace, highlight it and Right Click and select the 'Replace Document Image with the file on the Clipboard' option. The new file will now be viewable when this document is searched for. However, the document history will continue to show you all previous versions of the document.

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- Although you can select to email files from File Stream, this always starts a fresh email. Often customers need to attach files stored in the document management system as part of an on going email dialogue. This can be achieved by finding the documents in File Stream and using the 'right click' option to 'Save to Clipboard'. Then very simply on the email body that you wish to attach them to, again using 'right click', select the 'Paste' option. You will see the selected Document(s) attach to the email in the normal way.

*NB Attachments from Emails cannot be directly copied / imported into File Stream. They need to be copied / saved to another location (e.g. desktop) and copied from there before importing to File Stream.