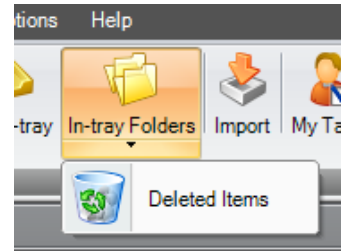


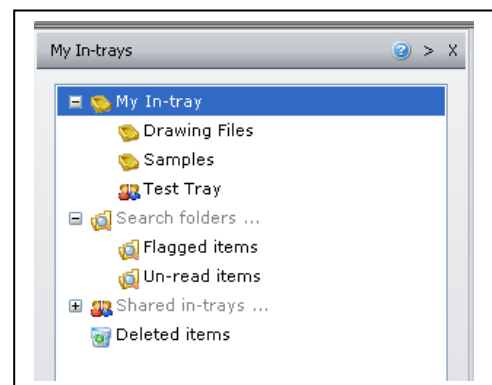
File Stream Document Management In-tray Folders

As well as the standard In-tray, File Stream provides additional In-tray Folders. These can be used to organise documents during processing. Clicking on the small down arrow below the In-tray Folders Icon displays the one containing Deleted Items. If you click on the Deleted Items icon a list of all the documents you have deleted will be displayed (this is similar to the Recycle Bin in Windows).



By highlighting a range of documents and then right clicking on them you can either permanently Destroy them or Un-Delete them. Un-Delete will return the document to your In-tray.

If you click on the In-tray Folders icon a panel will open up and a folder tree structure similar to Windows Explorer will be displayed.



Right clicking on one of the folders displayed will allow you to create another folder within it or allow you to set the folder as a Shared folder.

Clicking on a folder will display a list of the files it contains. Files can be dragged and dropped into other folders as per Explorer.

