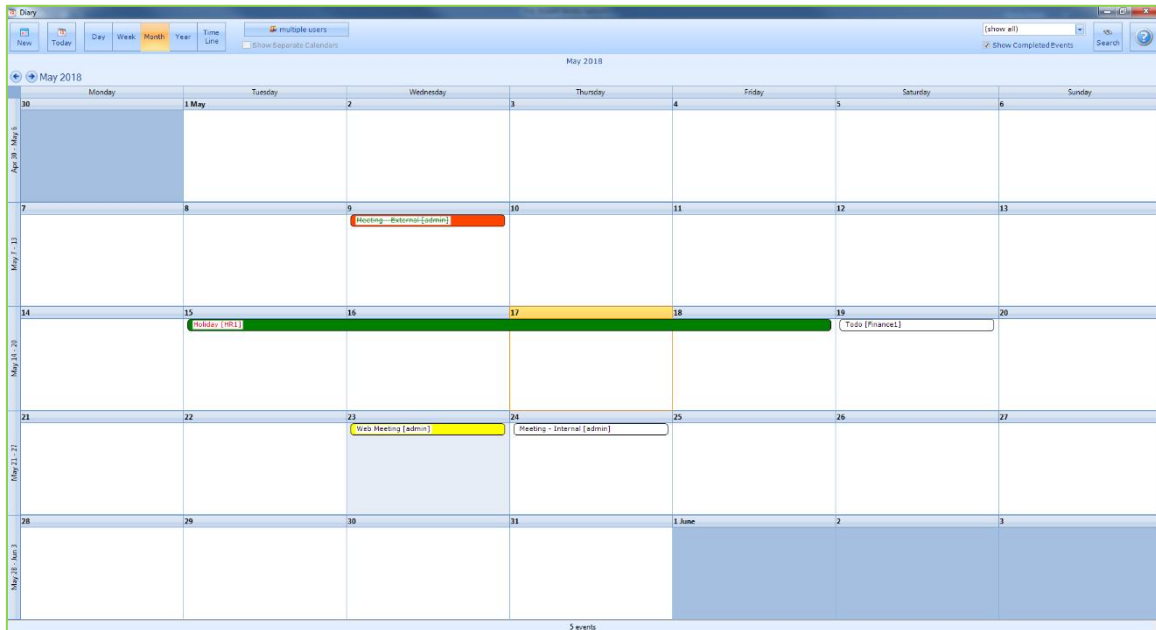


File Stream Diary

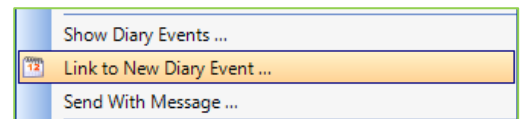
www.filestreamsystems.co.uk

On the Standard ribbon you will find the Diary option. 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. You can create events and select which users are part of it, you can set duration and reminders. The image shown below shows the calendar in month view.



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 etc. This is the same window that opens if you're creating an event in the regular diary view.

