NEW FEATURE – Document Folders

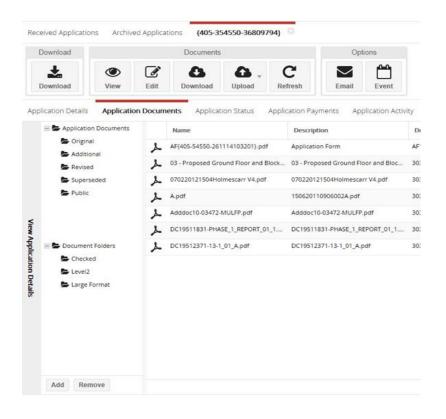|	
Description:	Allow users to create folders to organise large application documents into easy to Manage, user defined folders.
Release:	1st March 2015
Availability:	TBA – initially all users

In this release, we have added the ability to create user defined folders to organise files. This has been a greatly requested function, and is available now. You will find the new ability in the **"Application Documents"** tab when viewing an application. The **"Document Folders"** are shown underneath the **"Application Documents"** folders. Documents added to "**Document Folders"** will <u>not</u> be removed from "**Application Documents".**

Creating Folders

To create a folder just click the "**Add"** button at the bottom of the screen. You will be prompted for a name for the folder. This can be any text containing numbers or letters, we do not recommend using punctuation symbols. Also don't make them too long or you will have to scroll the panel to see the full text. Once entered click the **"Create Folder"** button. Do not press it more than once. You can't

create any sub-folders at this time. Folders will always be displayed in creation order, so think carefully about the order before creating them.

Adding documents to Folders

To add a document into your newly created folder select the folder it is in from the **"Application Documents"** sections, and then click and drag the document (or documents, using **Ctrl or Shift**) to the folder you created.

Displaying the documents in a folder

To show which documents are in a folder, simply click on that folder and wait for the documents to load.

Removing Documents from folders

To remove a document from a folder, first display the documents in the folder by clicking on it. Your folder entries will then be displayed. Select the document you want to remove, and then right click on it, select the option **"Remove from folder".** This does NOT delete the document, it will still be in the **"Application Documents"** section and any other folders you have added it to. You can only remove a single document from a folder at a time.

Removing folders

In order to remove a folder you must remove any documents from it first. Once empty select the folder, and then click the **"Remove"** button. The folder will be removed.

Support

If you need any further help with this or any DataSpace Live functions, please either email helpdesk@resolutiondm.com or call our helpline on 01242 260505.