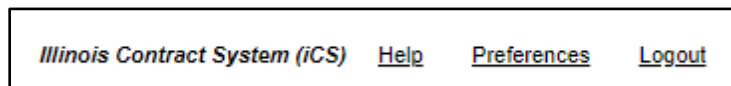
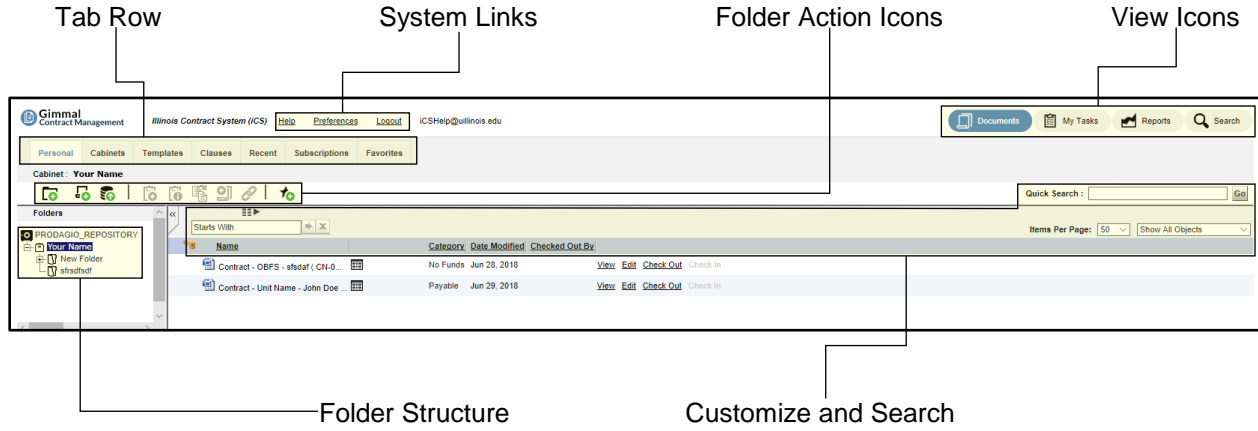
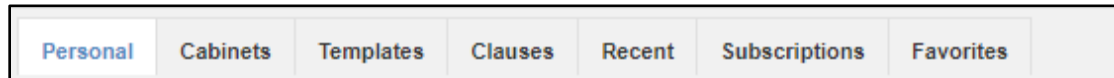


System Navigation



1. System Links

- **Help**
- **Preferences**
- **Logout**



2. Tab Row

- **Personal:** New documents created from templates and some imported documents are stored in the Personal Cabinet.
- **Cabinets:** Repository of all contracts and other documents. Users can navigate through the folder hierarchy to access a contract or related document. Not all Cabinets are public. Your view of available cabinets and the documents stored within depends on your level of permission.
- **Templates:** Displays a library of standard templates that can be used to create contracts.
- **Clauses:** Displays a list of standard legal and business clauses which can be included in templates and other contract documents. Normally, clauses are a few standard paragraphs, but can be of unlimited length and complexity.
- **Recent:** Recently accessed documents.
- **Subscriptions:** Documents changed by others to which you have subscribed.
- **Favorites:** Your bookmarked documents for quick access.

