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.
3. Folder Action Icons (change depending on tab/folder)
   - Hover over icon to see the screen tip.
   - Grayed-out icons are not active/available.

4. Folder Structure
   - All folders/documents

5. Customize and Search
   - << maximizes the screen layout.
   - Change displayed columns.
   - Starts With … to filter documents.
   - Sort by column heading (Name, Document Title, etc.).
   - Change column width.
   - Items Per Page (You can display 10, 50, or 100)
   - Filter By menu (e.g., Show All Objects, Show Primary Documents, Show Attachments)
   - Quick Search: Searches entire repository by document properties or content.

6. View Icons: Provide access to different functions and actions.
   - Documents: Personal and repository documents in personal, cabinet, folder, and file structure.
     NOTE: The current display is Documents view.
   - My Tasks: Your “to-do” items and notifications.
   - Reports: Run and display standard and custom reports.
   - Search: More advanced options than Quick Search.