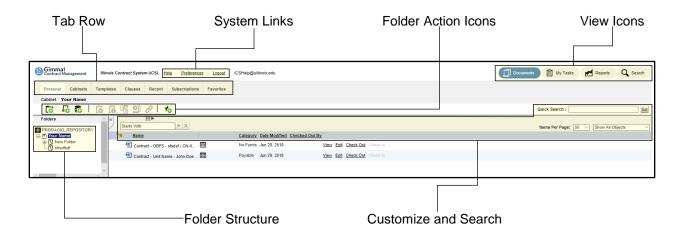


System Navigation





1. System Links

- Help
- Preferences
- Logout



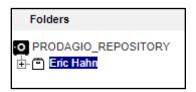
2. Tab Row

- 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.

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- 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.