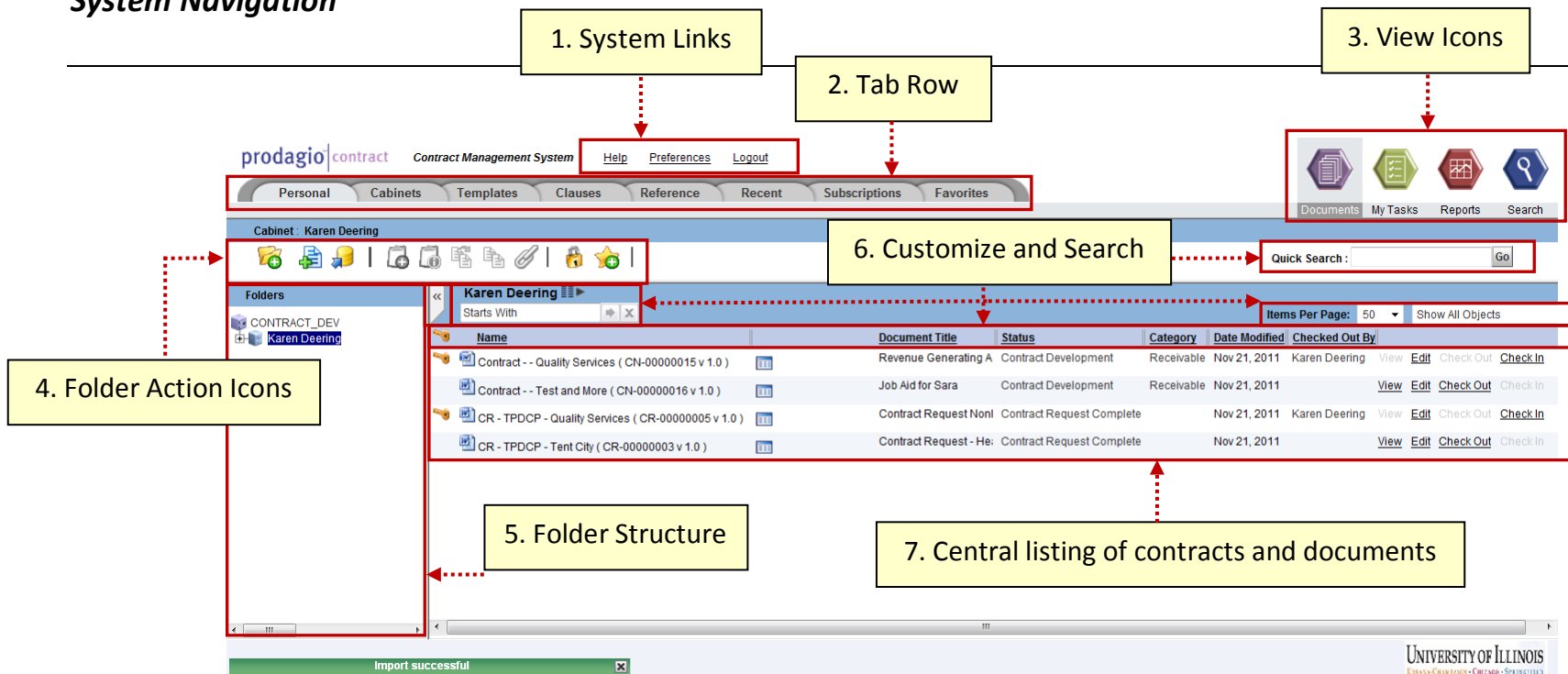


System Navigation



1. System Links

- Help
- Preferences – customize your display (View, Tabs, and Password)
- Logout

2. Tab Row

- Personal – new documents created from Templates and some imported documents are stored in the Personal Cabinet
- Cabinets – repository of all documents, which users can navigate through a hierarchy into the folders below to access a contract or related document. Not all Cabinets are public. Your view of available Cabinets depends on your level of permission
- Templates – displays the contents of the Templates Cabinet, which houses a library of Document templates that can be used to create contracts.
- Clauses – displays a list of contract clauses which can be included in Templates when building 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

4. Folder Action Icons

5. Folder Structure

2. Tab Row

6. Customize and Search

3. View Icons

7. Central listing of contracts and documents

3. View Icons - provide access to different functions and actions.

- Documents – personal and repository documents in Cabinet, folder, and file structure
 - Note – the current display is of 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

4. Folder Action Icons – change depending on tab/folder

- Hover over icon to see the screen tip
- Grayed-out icons are not active

5. Folder Structure – all folders/ documents

6. Customize and Search

- <<maximizes the screen layout
- Folder name (e.g., Karen Deering)
- Change displayed columns ([])
- Starts With... to filter documents
- Sort by column heading (Name)
- Change column width ([])
- Display Items Per Page (10, 50, 100)
- Show all Objects (e.g., Show Primary Documents, Show Attachments)
- Quick Search – searched entire repository by document properties or content

7. Central Listing of all contracts and documents in process (not fully executed)