

## Your GreenFolders Inbox

Just like the wire basket/inbox on the end of your desk, GreenFolders Inbox provides a location to place documents that you plan to file into the folder later.

### Find the Inbox and Options on the “Home” screen

The Inbox tab is located on the Home screen. Documents can be added to the Inbox either by using the drag and drop feature or by printing, using the PDF Creator. Once documents have been placed in the inbox, options are available either in the tab format located in the upper right of the Inbox or by using a right mouse click on the document(s).

#### Inbox options are:

Assign To...

Highlight the document(s) that you would like to move to a folder and select Assign To. Type a portion of the folder number, select the folder and index the document to the file with the appropriate attachment type, name and label. OR, if the folder/attachment is already open that you want to add the document to, simply Drag and Drop the document or multiple documents using the cursor pointed on the folder name.

Email

Email the document directly from the Inbox.

Merge

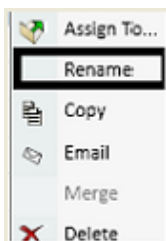
Combine two PDF documents together to create one document.

Copy

Highlight the document, select copy to make an additional copy of the document within the Inbox.

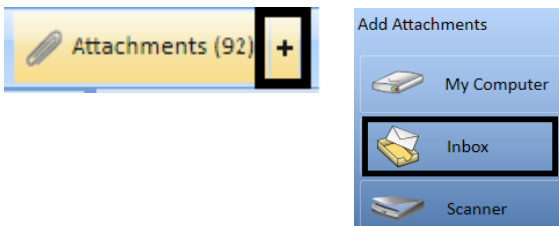
Delete

Delete the document from your Inbox.



Rename (only available with a right mouse click) the document before adding it to the folder.

## Find an Inbox Option in “Attachments”



You can also find Inbox options in the Attachments portion of your folder. Open any folder, then click on the + button located on the right side of the Attachments tab. In Edit mode, you can also select the Inbox button to browse and add documents to the attachments from the Inbox.

## Inbox Setting in “My Settings”

The inbox can be shared with multiple users by pointing all users' Inbox location to the same directory on your network. The Inbox location is set/displayed in the General Section of My Settings under Preferences. By default, the location is set to your workstation. To change the location, click Browse then select the location of the shared directory. Click OK.

## Using the Inbox with GreenFolders Dropbox



When adding attachments to the GreenFolders Dropbox, the user is prompted to select the destination, either “Folder” or “Inbox”. To add an attachment to the Inbox using the GreenFolders Dropbox, simply add an attachment to the GreenFolders Dropbox and then select “Inbox” on the displayed prompt.

*Note: To always send attachments added to the GreenFolders Dropbox to the Inbox, place a check in the “Do not show dialog again” check box and then select “inbox”. Attachments can be added to the GreenFolders Dropbox by Saving an attachment from another application to the GreenFolders Dropbox, Dragging and Dropping an attachment to the GreenFolders Dropbox shortcut on the desktop, or by Printing from another application (with “print to file” or similar option) using the GreenFolders Dropbox as the destination directory*

Flexible inbox options to suit your needs are just another reason GreenFolders works the way you do.

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*For more information regarding this Leaf of Knowledge, please contact a member of the GreenFolders Support Team at 801-747-2132 or [GFSupport@GreenFolders.com](mailto:GFSupport@GreenFolders.com).*

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