

## Assigning the Folder to No One

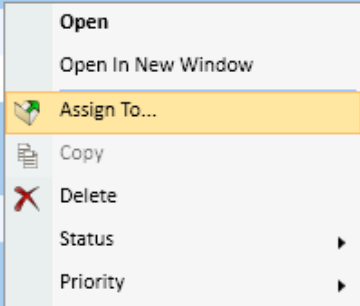
### Clean off your desk! Out of Sight, but Not out of Reach

In the past, completed files were scanned, then shredded or stored in boxes. The stored boxes took up valuable space in the office, storage room or facility. With the use of GreenFolders, there are no more files to store.

In GreenFolders, completed files assigned to you may be hanging out on your GreenFolders home screen and waiting for virtual storage. Assigning the folder to No One accomplishes the cleanup and still keeps the folder at your fingertips.

Make the Folder assignment change one of two easy ways;

### Assign Multiple Folders from Your Home Screen

Folder Name	Folder Status	Folder Assigned To
11-12-121212	Complete	DeAnn
12-111-111	Searching-Exam	
12-321-32145	New	
12-654321	Complete	
123456789	Canceled	
13-11223344	Searching-Exam	
13-123457	Complete	
13-987654321	Complete	DeAnn
13-99887766	Funding	DeAnn

Select the folders that you would like to assign to No One by performing one the following options:

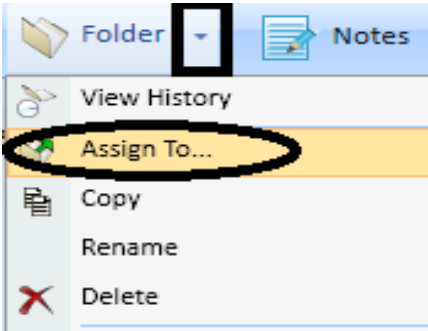
- Multiple Folders - Hold down CTRL and then select the folders.
- Range of Folders - Select the first folder, hold the SHIFT key down, and then select the last folder.
- All Folders - Select any folder then hold CTRL and then press 'a'.

Then with your folders selected, simply right mouse click and select Assign To, then choose No One as the user. Once the folders have been reassigned, they are still accessible and can easily be opened, just no longer displayed on your home screen.

*Note: If you have a file opened, GreenFolders will prompt you to make the assignment change from within the folder.*

### Assign the Folder From Within the Folder

Simply open the folder you would like to reassign, click on the pull down next to the Folder Tab and select Assign To, and then choose No One as the user.



A pop up box will appear asking if you would like to close the folder. Select Yes and the folder will close. If you would like to never view this message again and have the folder automatically close after reassignment, place a check in the box at the bottom left hand corner.



Once again, folders are removed from your home screen, but still accessible and easily opened.

### One more reason to Love GreenFolders!

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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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