

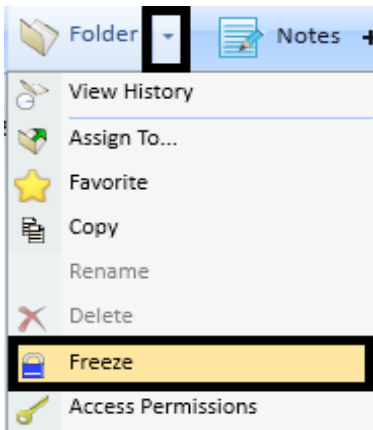
## Freeze/Unfreeze Folders and Attachments

### To Freeze, or not to Freeze: that is the question!

Wouldn't it be cool if we could freeze a moment in time, providing the ability to reflect back, and see it as it was the instant we left it? The Freeze function in GreenFolders provides the opportunity to freeze a Folder or Attachment at any time, preventing modification.

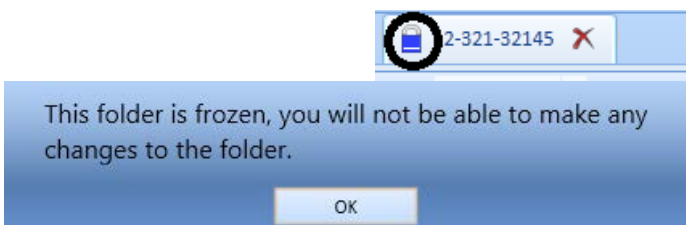
### Freeze/Unfreeze an Entire Folder

A folder can be frozen by clicking on the pull down next to the Folder tab and selecting Freeze\*.



Once the folder has been frozen, the Edit button is no longer available and the folder cannot be modified or changed in any way. The ability to email and print documents from the frozen folder is still available, however no changes can be made until the folder is unfrozen.

When a frozen folder is opened, a message is displayed indicating that the folder cannot be edited. Also, a blue lock icon appears next to the folder name.



To Unfreeze\* the folder, click the pull down next to the folder tab and select Unfreeze. The edit button becomes available permitting changes to the folder.



Freezing multiple folders at the same time is available on the Home screen. Select all the folders you would like to freeze or unfreeze then right mouse click to access the Freeze/Unfreeze option.

## Freeze/Unfreeze a Single or Multiple Attachments

If the need arises to freeze a single attachment or multiple attachments at the same time, select the attachment(s), right mouse click and select Freeze. To unfreeze the document, select the attachment(s) to be unfrozen, right mouse click and select Unfreeze. A frozen attachment can be identified by the blue lock next to the attachment name.



*\*Available with Administrative provided security question*

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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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