

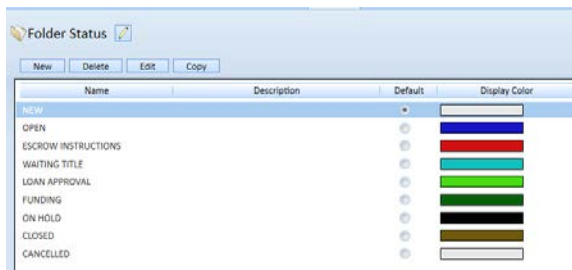
The Power of Color

Did you know that you can make workflow easier by using color to make Statuses and Priorities stand out in search results?

Your GreenFolders Administrator can change the color of Folder and Task statuses and priorities to make viewing search results easier.

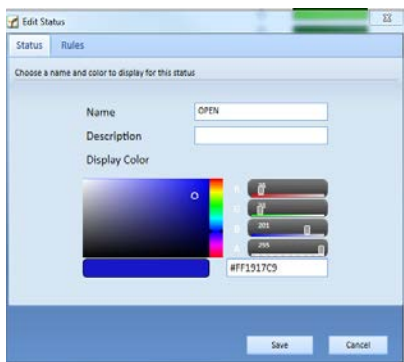
1. In Configuration, select the Statuses or Priorities tab.
2. Highlight the item for which you want to modify, and click the Edit button.

Figure 1 - Folder Status



3. Slide the two little black arrows on the Display Color rainbow bar up or down to change the color. To change the shade of the color, click anywhere in the main color window and drag the mouse until the desired color is shown in the window below.

Figure 2 – Edit Status Window

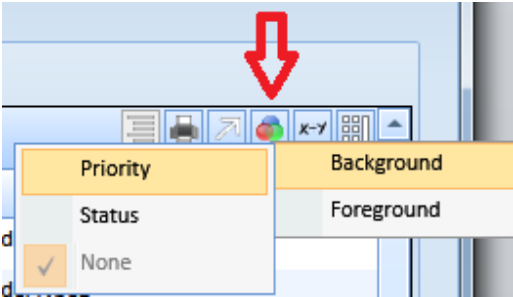


4. Once you find the color that you want, click the Save button.

Using Status or Priority Colors on the Home Screen

Select the Colors button on the Home screen to select how you want the colors to display.

Figure 3 – Colors Button/Selection Menu



You can select if you want the background of the report to reflect Priority, Status or None. Try the different options to see how the color will look. An example of Folder Status is shown below:

Figure 4 – Folder Status Color Example

Folder Status (9)		
Drag a column header here to group by that column.		
Folder Name	Transaction type	Folder Status
13-00257-HR	SALE	FUNDING
Closing Group	BULKS	FUNDING
13-00249-HR	SALE	LOAN APPROVAL
13-00250-HR	REFI	LOAN APPROVAL
13-00254-HR	SALE	NEW
13-00251-HR	BULKS	OPEN
13-00265-HR	BULKS	OPEN
13-00237-HR	SALE	WAITING TITLE
13-00253-HR	SALE	WAITING TITLE

The colors on the Home Screen are displayed based on your select of Status/Priority and whether the search results are based on Tasks or Folders.

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.
