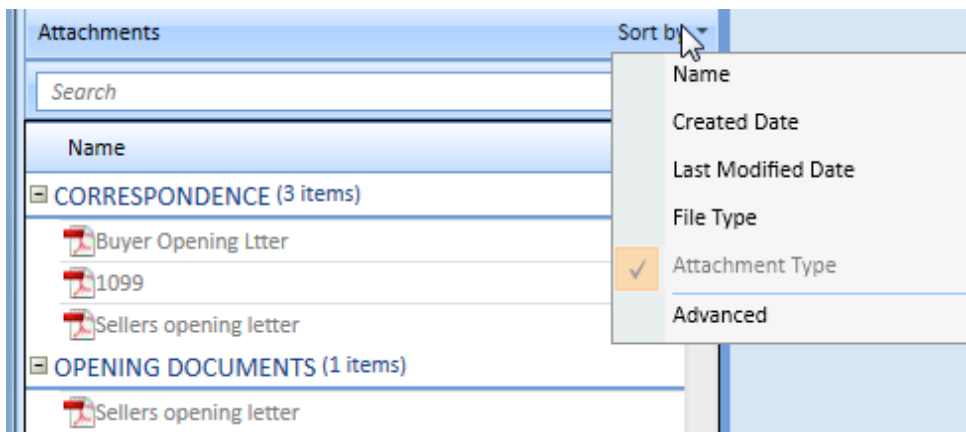


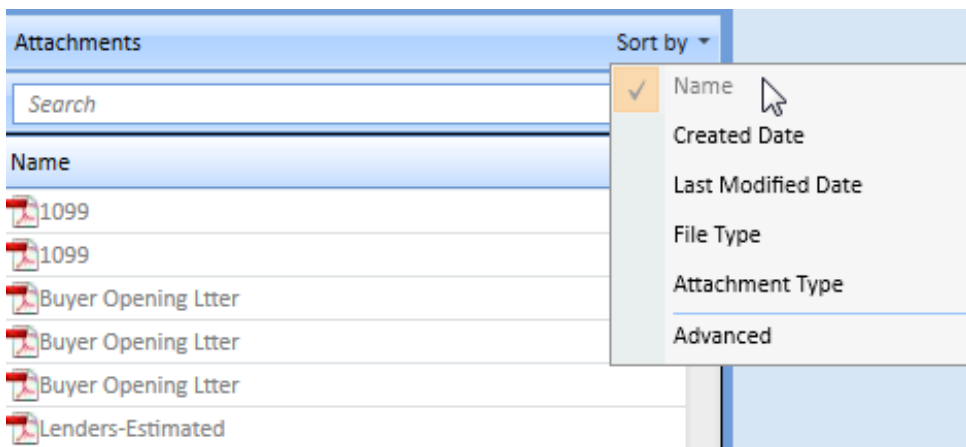
## Sorting Attachments

Most of us sort Attachments by Attachment Type, however did you know that you have other choices? Just click **Sort by** to see all the options.



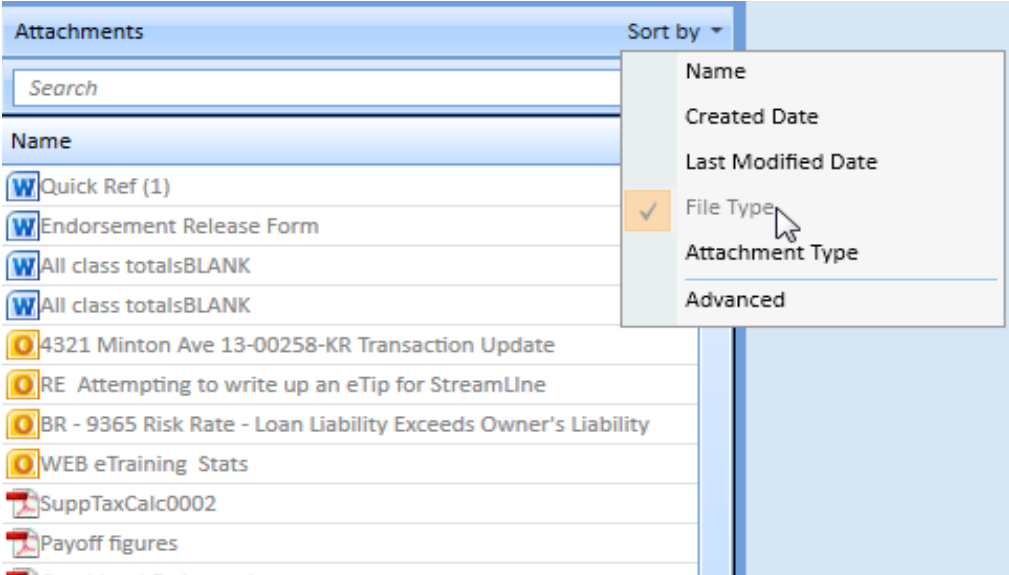
*Attachments sorted by Attachment Type*

A great way to view all the attachments in a folder, regardless of their attachments type, is to sort by **Name**. This sorts all the attachments alphabetically.



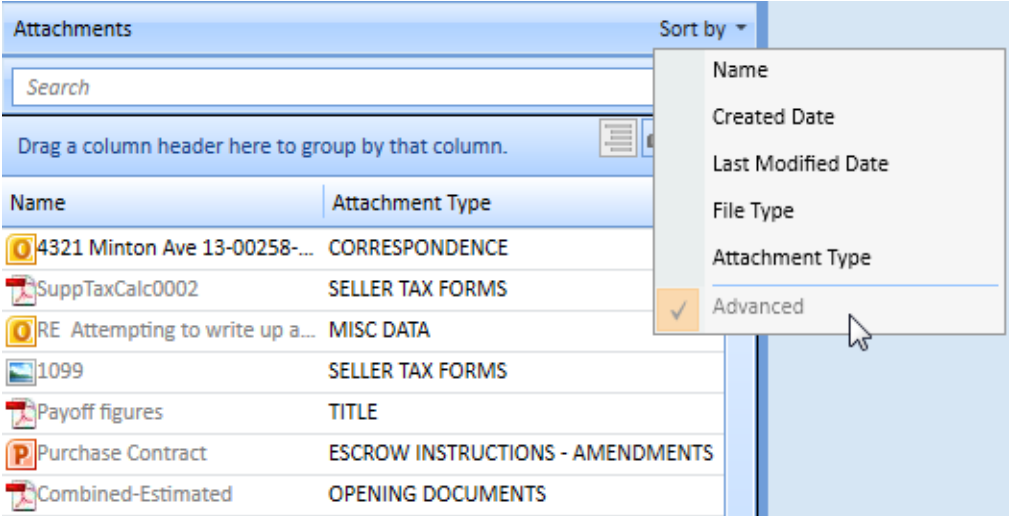
*Attachments sorted by Name*

Sorting by File Type will group all the attachments by the type of document or file. For example, this can make it easier to see all the Emails in a folder.



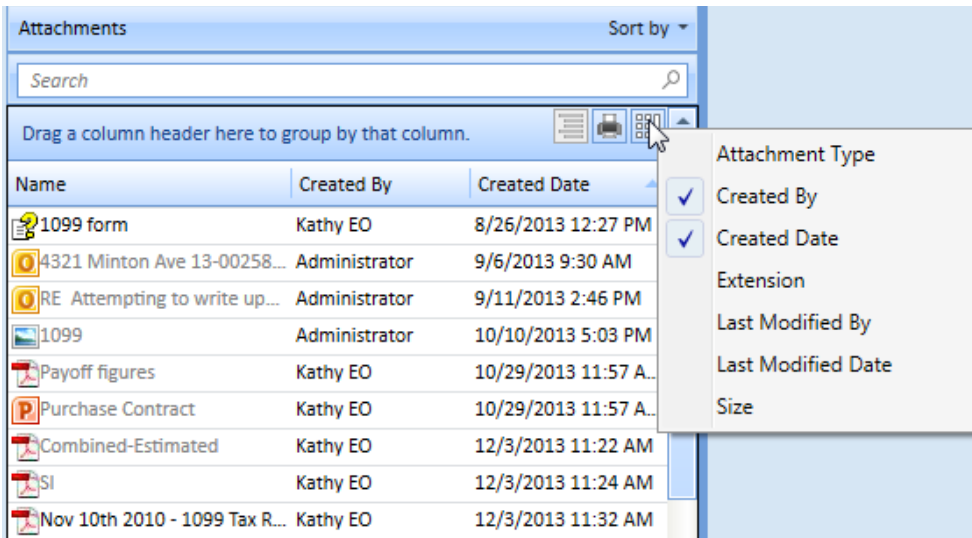
Attachments sorted by File Type

Try Advanced to see the name of the document with additional columns as needed. For example, when multiple people are working on the same file, keeping track of things can be a challenge.



Attachments sorted by Advanced

Select the Columns button to add more information like Created Date and Created By to easily see who added attachments, and when.



Name	Created By	Created Date
1099 form	Kathy EO	8/26/2013 12:27 PM
4321 Minton Ave 13-00258...	Administrator	9/6/2013 9:30 AM
RE Attempting to write up...	Administrator	9/11/2013 2:46 PM
1099	Administrator	10/10/2013 5:03 PM
Payoff figures	Kathy EO	10/29/2013 11:57 A...
Purchase Contract	Kathy EO	10/29/2013 11:57 A...
Combined-Estimated	Kathy EO	12/3/2013 11:22 AM
SI	Kathy EO	12/3/2013 11:24 AM
Nov 10th 2010 - 1099 Tax R...	Kathy EO	12/3/2013 11:32 AM

*Attachments sorted by Advanced – with Created By and Created Date column*

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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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