# Auto-applied Indexing for Labels and Contacts

Did you know that you can index Attachments automatically with GreenFolders?

If Labels and/or Parties/Contacts are set by the Administrator, adding an Attachment to a folder, dragging an Attachment to another Attachment type, or renaming an Attachment to a Predefined name, will automatically change the associated Labels and/or Parties/Contacts based on the configuration settings. This feature needs to be set up in configuration so will require a user with Admin access to set this up.
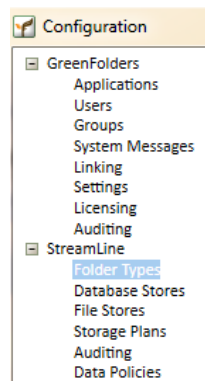
Configuration

Click on GreenFolders icon in far left corner, and choose Configuration.
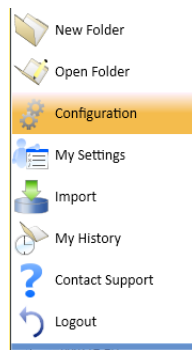
Main menu

Once in Configuration, choose applicable Folder type.

Configuration Menu

Select the desired Attachment Type and click on Edit. You will see Auto Apply. You can now associate the required Label and/or Parties/Contacts with that Attachment type. You will no longer have to choose a specific label or Parties/Contacts in folder unless you want to make a change.
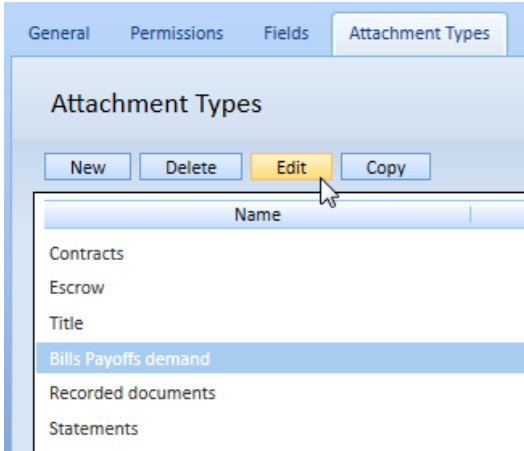

Attachment Type Menu
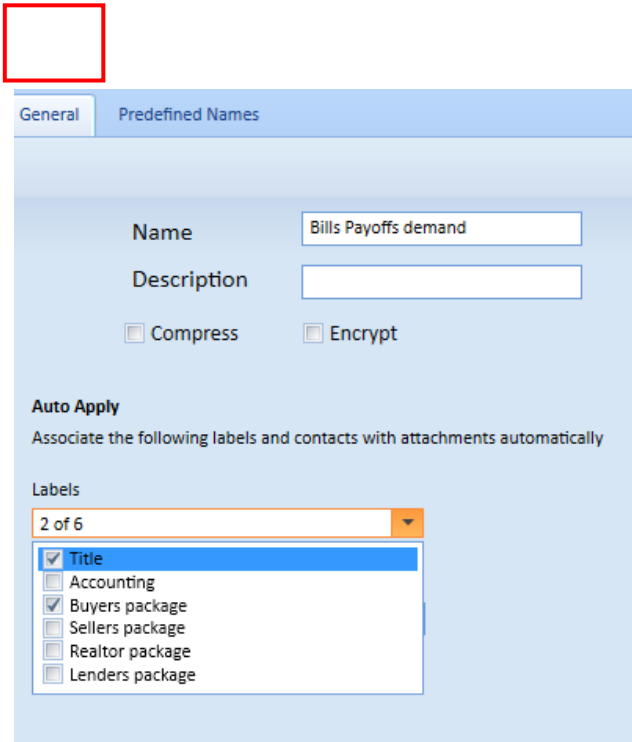
Auto-applied Labels and Parties/Contacts under Attachment Type

You can also auto-apply Labels and Parties/Contacts when you are adding Pre-defined names under Attachment types. If the Attachment Type or Predefined Names (set with the dropdown list in Attachment Name) are changed, new Labels and/or Parties/Contacts will be added or replace any existing Labels and/or Parties/Contacts based on the settings used in Configuration.
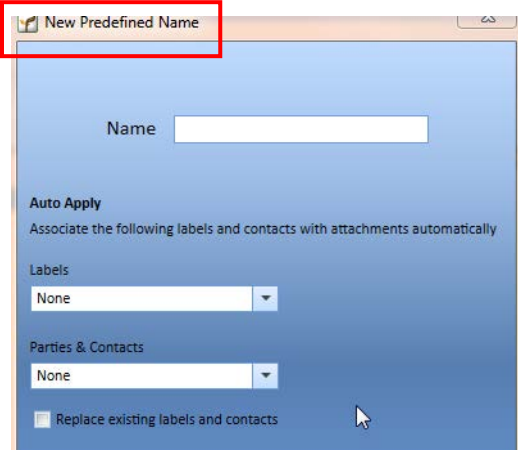
Auto-applied Labels and Parties/Contacts using Predefined Names

When you are in a folder and choose to add an Attachment, the pre-selected Labels and/or Parties/contacts will appear. The Attachments will now have the correct Labels and Parties/Contacts associated with them.
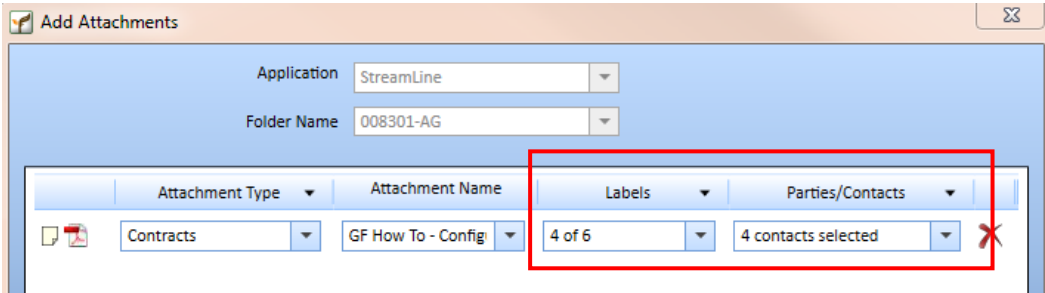
Add Attachment menu in Folder

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.