

## My History/Folder History

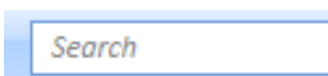
Looking for a misplaced item can be frustrating and time consuming. Using My History and View History, you are always “*in the know*”!

### My History

My History is located in the drop down when clicking on the GreenFolders button. Displaying the last 25,000 actions you have made, My History helps identify folders in which you have added an attachment, made a note, created or completed a task and much more!



The Search box is available in the upper right hand corner to help locate exactly what you are looking for. Type a portion of what you remember i.e.; the document name, task name, date, etc. and My History will filter the list and show only the items that match what was typed in the search field.



### Folder History

Inside each folder, GreenFolders identifies all users' actions taken within the file. By clicking on the pull down next to "Folder", the View History option becomes available. Easily identify which users have viewed the file, which attachment or task they looked at or find attachments or notes they have added. The date and time for each action is available as well



The Search box is also available in this section, allowing you to filter the list.

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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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