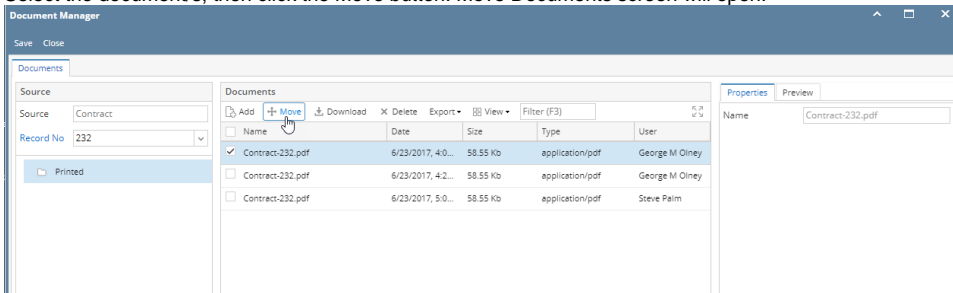


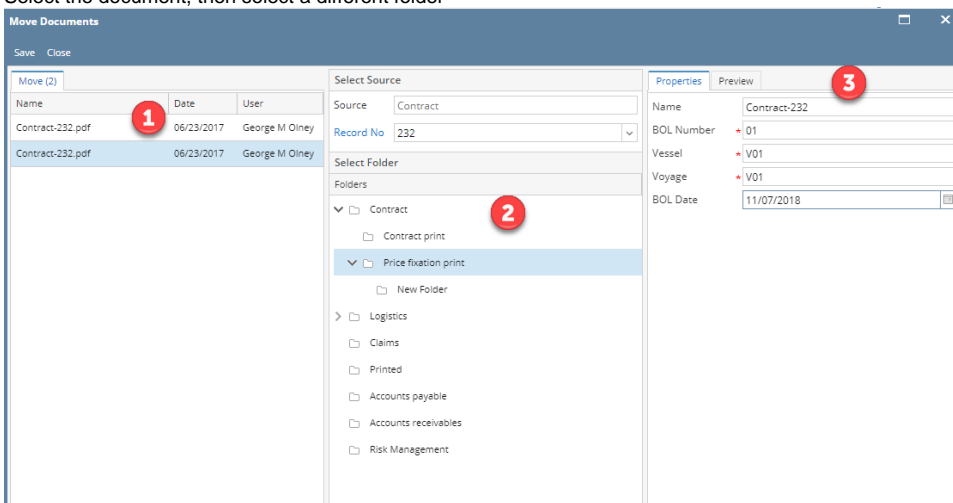
How to Move Documents

Folder to Folder:

1. On the user's menu panel, click the Document Management
2. Open Document Manager
3. Select and open an existing document
4. Select the document/s, then click the Move button. Move Documents screen will open.



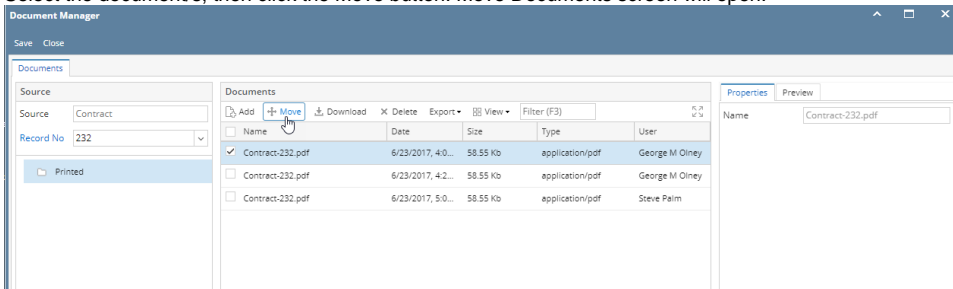
5. Select the document, then select a different folder



6. If the folder is associated with Document Type, required fields should also be filled.
7. Click the Save button once done.

Record to Record:

1. On the user's menu panel, click the Document Management
2. Open Document Manager
3. Select and open an existing document
4. Select the document/s, then click the Move button. Move Documents screen will open.



5. Select the document, then select a different Record No. and folder

The screenshot shows the 'Move Documents' dialog box with the following components and annotations:

- Move (2)**: A table listing documents. The first row is highlighted. Annotation 1 points to the 'Name' column.

| Name | Date | User |
|------------------|------------|----------------|
| Contract-232.pdf | 06/23/2017 | George M Olney |
| Contract-232.pdf | 06/23/2017 | George M Olney |

- Select Source**: Fields for 'Source' (Contract) and 'Record No' (232). Annotation 2 points to the 'Record No' field.
- Select Folder**: A tree view of folders. 'Price fixation print' is selected. Annotation 3 points to this folder.
- Properties**: Fields for 'Name' (Contract-232), 'BOL Number' (01), 'Vessel' (V01), 'Voyage' (V01), and 'BOL Date' (11/07/2018). Annotation 4 points to the 'Name' field.

6. If the folder is associated with Document Type, required fields should also be filled.

7. Click the Save button once done.