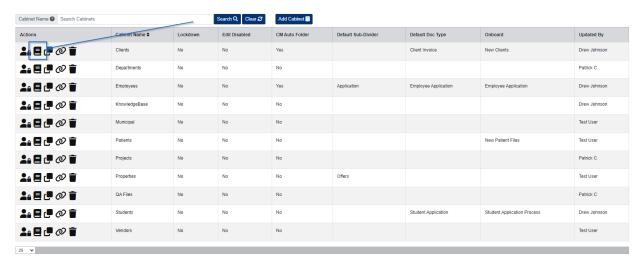
Managing Sub-Dividers

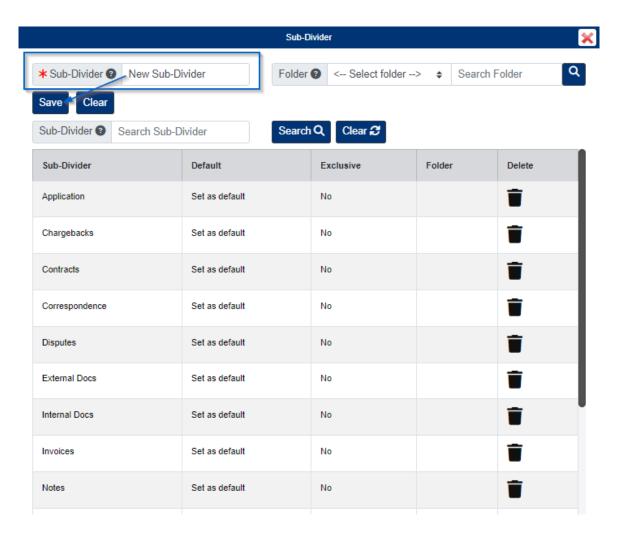
Sub-Dividers are used to "divide" the documents you have within a folder. Only one sub-divider is required for each cabinet.

Add Sub-Divider

- 1. From the menu, click Admin, then click Cabinets under the Fileroom Management column, or click the Cabinets button below the admin menu.
- 2. Under the Actions column, click the Sub-Dividers button next to the cabinet.

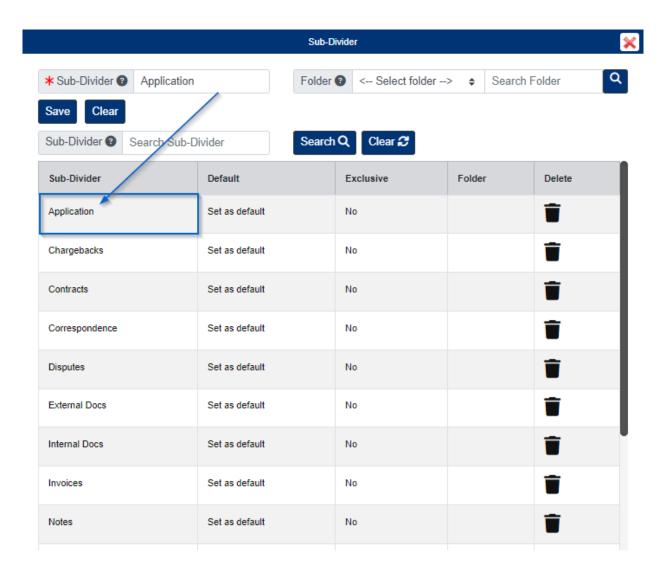


- 3. Enter the Sub-Divider Name.
 - $\circ\,$ If you want to assign the sub-divider to one folder exclusively, select the Folder you want to assign the sub-divider to.
- 4. Click the Save button when finished
 - If you want to assign the sub-divider as the Default for the cabinet, click Set as Default.



Edit Sub-Divider

- 1. Click the Sub-Divider Name, then edit the Sub-Divider as needed.
- 2. Click the Save button when finished.



Delete Sub-Divider

Please note, you can only delete a sub-divider if it is empty and there are no recoverable documents for the sub-divider.

1. Click the Delete button next to the sub-divider.

