## Update notes for this release:

1. Ability to Sort by columns:

	Documents in Johnny Oduya																	
From	m To Doc Date V OCR Text					Meta Data Notes						Document Types < Select Document T • Search						
fx																		
2	_	DodD↓	Document <b>↓</b> ĝ		Sub Divider ↓	Document Type↓2	Tab↓ģ	Status	Document Date					Fourth Field	Fifth Field	Sixth Field	Seventh Field	Field
	_		0		p	p	,e	< Select> 🔻										
	fx	101	Employment Application	Johnny Oduya	Application	Employees - Application	Default	Checked Out	10/29/2014	10/29/2014	09/07/2010	No Comment	joduya@email.com	Customer Service	Customer Service	Yes		
	fx	105	Employment Contract	Johnny Oduva	Contracts	Employees - Contracts	All	Checked Out	10/29/2014	10/29/2014	Customer Service	10/05/2014	Yes					

## 2. Folder drill-down can now be multiple fields:

	unitus												
Personal Folder.     Private Folder.     Cabinet     Clients     V	lder.   Default Cabinet Folder.  Search Add Folder												
				Folders in Clients									
Client Name		Active Date				Matter Number	Email address						
bar	103		Select •										
KERRY BARTOW	10304	02/25/2012	AK										
Bob A. Barone	10301	02/25/2012	AK										

## 3. Add and Update folders via a CSV or XLS/XLSX file:

PinPoint 2.997		Your Company Here			
				Manage Fol	ders
Me	enu 🗢				
				Manage Folders	Details
• F	Personal Folder. Private Folder. Default Cabinet Folder.	Cabinet Employees   To  Search Add Folder Upload Folders			
Folders					
Delete	Employee Name	Employee ID Number	Contact Number	Date of Birth	Department Select
×	Susan Smith	129847	727-333-2094	07/31/1996	Administration
×	Wash, Terry	04459			

4. ARIE Distribution Rules now can select zone areas to determine the area to locate the folder information, rather than the whole page. Helping where 2 or more folders might match from the whole page:

PinPoint 2.997	Your Company Here		View Mode Group ( admin ) - File Room ( Go Paperles:
		Manage Distribution Rule	
Menu 👻			
		Distribution Rule Details	
Distribution Rule Name		Priority Order No	Active
Document Name Prefix		Rule Type	Native • Keep Cover Page
Template		< Select Template> 🔻 Use Workflow Business Rule 🗐	
Custom OCR		Select Custom OCR> • 1 2 3 4 6 7 10 13 14	$\supset$

5. See in "My Workflow" two new features. 1. Showing if the workflow is a group workflow. 2. View multiple files at once with the Group FX to View Documents.

PinPoint 2.997	Your Company He	ere			111-1-0					Vi	ew Mode Group	p (admin)	- File Room (	( Policy, Manuals an	d Procedure
Menu 👻					y Workflow										
Search Details															
Persona	I Folder. 🔍 Private Fo	lder. 🖲 Defa	ault Cabinet Folder.												
Workflow		< S	Select> T	List Ne			7 Days		•						
OCR Text				Meta C	rata				Se	arch					
fx workFlow ↓															
workFlow ↓	Task↓‡	DociD ↓	Document ↓ <sup>8</sup>	Folder	First Field	Second Field	Third Field	Comment	Assign Date $igstyle{1}_2^{\mathbb{A}}$	Due Date ↓2	Start Date ↓∄	Status	Select 🔲	Change Status	Complet
$f_{\mathbf{x}}$ Automation Policy Review	Mark up.	<b>(A</b> )263	Bolicy - Annual SOP Review GeneXpert Infinity 80_DOC263	GeneXpert Infinity 80	C. Smith	B. Edwards	W. Williams	Add	07/12/2016	07/14/2016	07/12/2016			< Select ¥	$\checkmark$
$f_{\mathbf{x}}$ Automation Policy Review	Review and markup	263	Bolicy - Annual SOP Review GeneXpert Infinity 80_DOC263	GeneXpert Infinity 80	C. Smith	B. Edwards	W. Williams	Add	07/12/2016	07/14/2016	07/12/2016			< Select ¥	1
fx Automation Policy Review	Mark up.	<b>(1</b> )266	Bolicy - Annual SOP Review GeneXpert Infinity 80_DOC266	GeneXpert Infinity 80	C. Smith	B. Edwards	W. Williams	Add	07/12/2016	07/14/2016	07/12/2016			< Select *	$\checkmark$
$f_{\mathbf{x}}$ Automation Policy Review	Review and markup	266	Policy - Annual SOP Review GeneXpert Infinity 80_DOC266	GeneXpert Infinity 80	C. Smith	B. Edwards	W. Williams	Add	07/12/2016	07/14/2016	07/12/2016			< Select V	1