

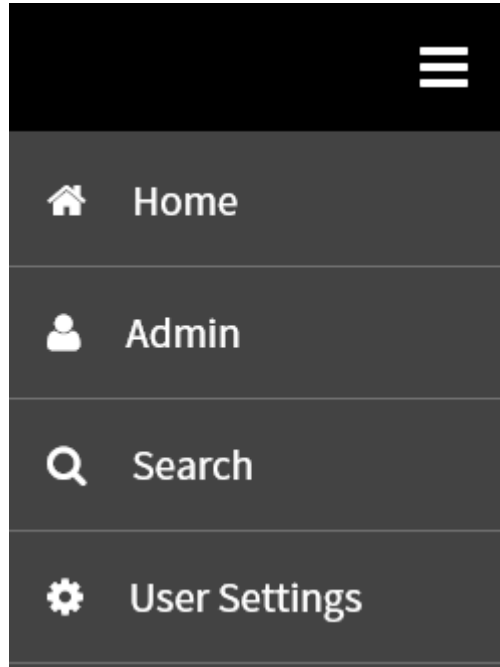
Express Quick Start Guide

Key Features

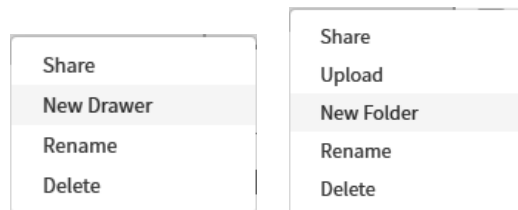
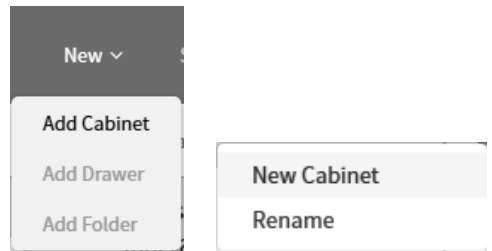
In Express, the Menu Bar options include: Main Menu, New, Share, Edit, Search, Settings, Help, Uploads, and Account.

The Main Menu, represented by a hamburger icon, allows you to navigate Express.

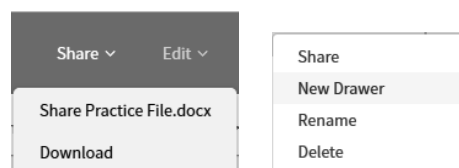
The Main Menu options include: Home, Admin, Search, and User Settings.



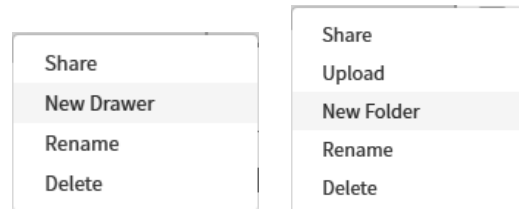
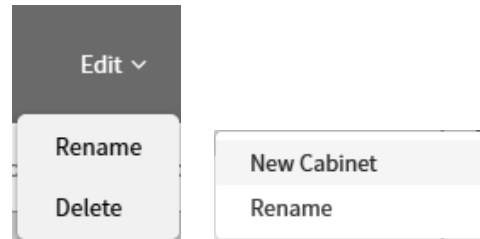
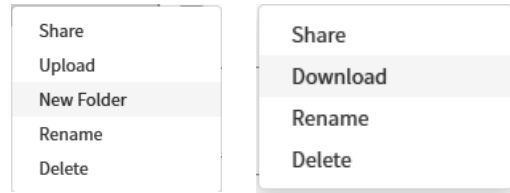
Both the New Menu and the right-click/context menus allow you to add Cabinets, Drawers, and Folders.



Both the Share Menu and the right-click/context menus allow you to Share Cabinets, Drawers, Folders, and Files, or Download Files.



Both the Edit Menu and the right-click/context menus allow you to Rename an Account, Cabinet, Drawer, Folder, or File, or to Delete a Cabinet, Drawer, Folder, or File. You cannot Delete an Account.



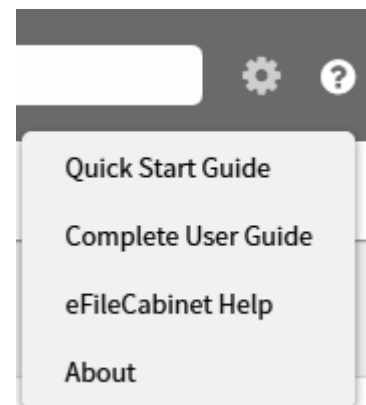
The Search box allows you to Search for the name of an Account, Cabinet, Drawer, Folder, or File, or information in Profile Items.



The Settings Menu, represented by a gear icon, allows you to manage your User Settings. These same Settings can be accessed from the Main Menu User Settings option.



The Help Menu, represented by a question mark in a circle, allows you to access various Help options, including a Quick Start Guide, a Complete User Guide, eFileCabinet Help, and About. If you click on the eFileCabinet Help option, you will be taken to the eFileCabinet Support website.



The Uploads Menu, represented by a computer with an up arrow, allows you to view the Upload Queue, which is a list of recently Uploaded Files or Files currently in the Upload process, and any Incomplete Uploads, which is a list of Files that have not yet uploaded properly.

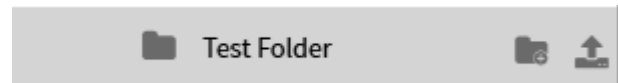
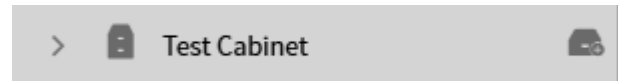
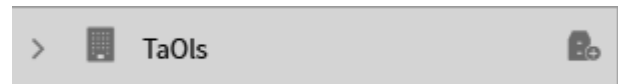
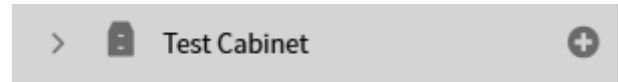


In the Cabinet View, if you hover over an Account, Cabinet, Drawer, or Folder, a plus sign icon will appear. Then, when you hover over the plus sign, other icons will appear depending on what you are hovering over.

If you hover over the plus sign for an Account, an Add Cabinet icon, represented by a Cabinet with a plus sign, will appear.

If you hover over the plus sign for a Cabinet, an Add Drawer icon, represented by a Drawer with a plus sign, will appear.

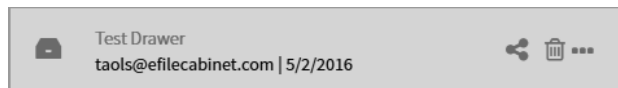
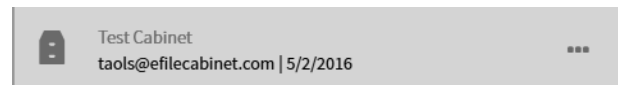
If you hover over the plus sign for a Drawer or Folder, an Add Folder icon, represented by a Folder with a plus sign, and an Upload icon, represented by a computer with an up arrow, will appear.



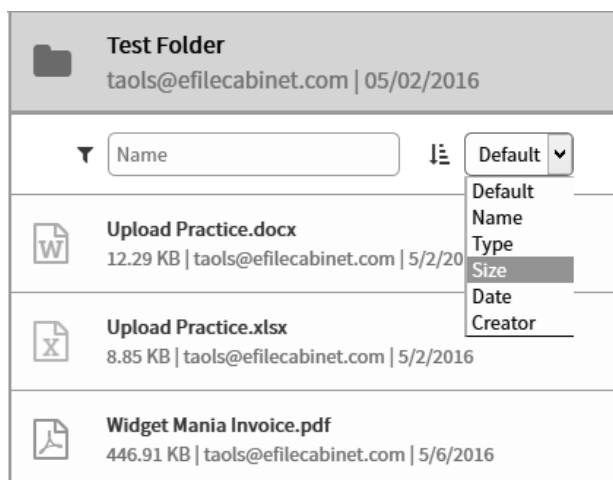
In the Contents View, if you hover over a Cabinet, Drawer, Folder, or File, an ellipsis will appear. Then, when you hover over the ellipsis, other icons will appear depending on what you are hovering over.

If you hover over a Cabinet, Drawer, or Folder, a Share icon, represented by three connected dots, and a Delete icon, represented by a trash bin, will appear.

If you hover over a File, a Share icon, represented by three connected dots, a Download icon, represented by a computer with a down arrow, and a Delete icon, represented by a trash bin, will appear.

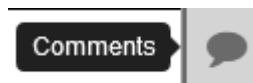


In the Contents View, there are options to Filter and Sort the selected Account, Cabinet, Drawer, Folder, or Share.

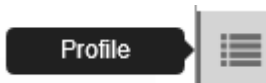


In Express, when an Account, Cabinet, Drawer, Folder, or File is selected, the Details Menu allows you to perform various actions, including: Comments, Profile, Permissions, Item Expiration, Notifications, File Password (for Files only), and Audit Logs. Additionally, the Details View is collapsible.

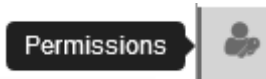
The Comments option on the Details Menu is represented by a speech bubble. This option allows you to view, add, edit, or delete comments for an Account, Cabinet, Drawer, Folder, or File.



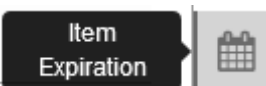
The Profile option on the Details Menu is represented by 4 lines. A Profile can be added to an Account, Cabinet, Drawer, Folder, or File.



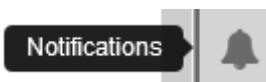
The Permissions option on the Details Menu is represented by a person with a key. Permissions can be added to an Account, Cabinet, Drawer, Folder, or File. Adding Permissions allows Users, Guests, or Groups to Read, Write, or Delete Items in Express.



The Item Expiration option on the Details Menu is represented by a calendar. Expiration information can be added to an Account, Cabinet, Drawer, Folder, or File.

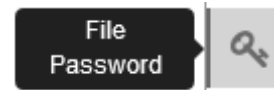


The Notifications option on the Details Menu is represented by a bell. This option allows you to select who, when, and how to be notified when certain actions occur in Express. A Notification can be added



to an Account, Cabinet, Drawer, Folder, or File as needed.

The File Password option on the Details Menu is represented by a key. This option allows you to add a Password to a File. If Items are shared with you, you must have Admin Permissions to add a Password to a File.



The Audit Logs option on the Details Menu is represented by a clock with a circular arrow. This option allows you to view Audit Logs information for a Cabinet, Drawer, Folder, or File. There is also an Admin Menu Audit Logs option.



At the bottom of the Cabinet View are options to view My Files or My Shares.

