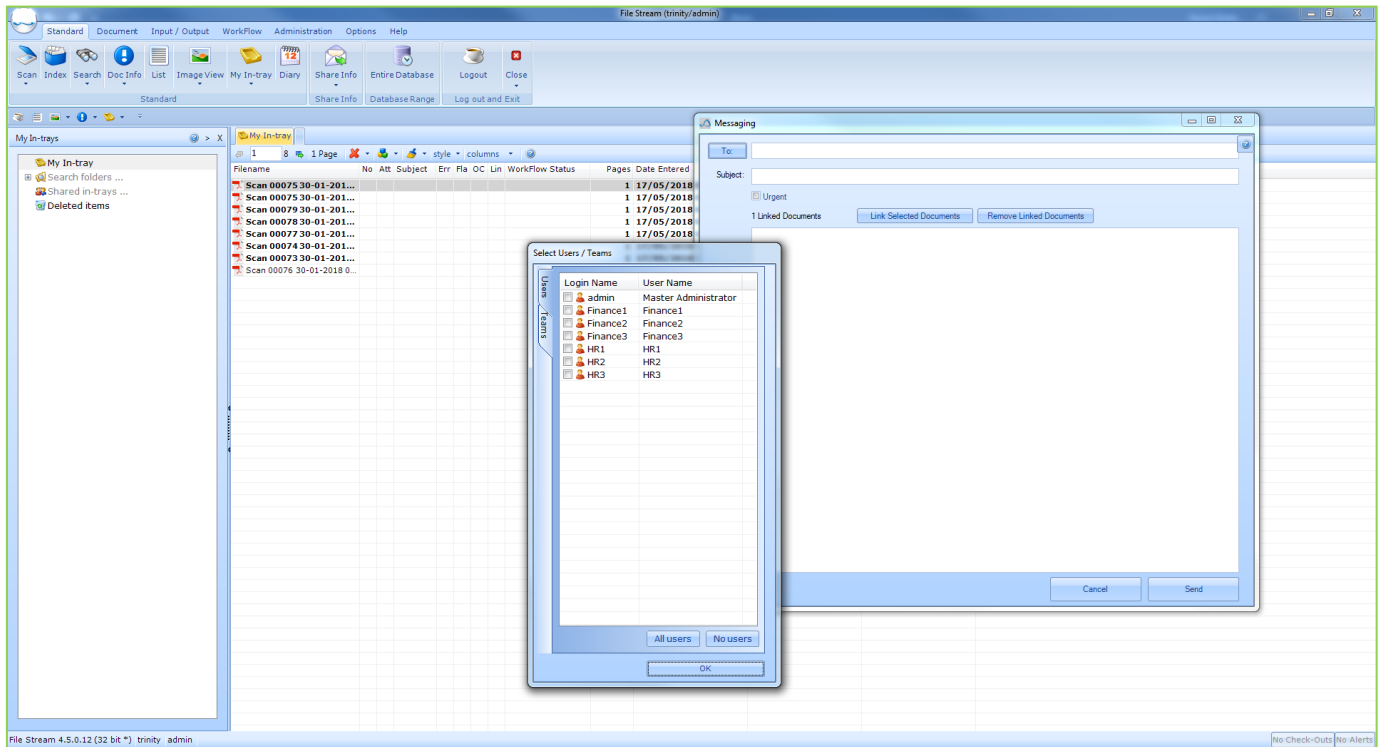


File Stream Send with Message

www.filestreamsystems.co.uk

A link to documents can be sent to any user with a message. These documents can be in your In-tray as shown below or documents you've found through searching a cabinet. In both cases highlight the document(s) and right click. Select 'Send with Message' or use the 'Share Info' button on the standard ribbon:



On receiving the message, recipients will be asked to click on a messaging popup and they will see their Inbox window, shown here.

By clicking on the appropriate entry in the Inbox the message will be displayed and a button is shown to allow any attached documents to be viewed.

All the usual messaging functions are also available here such as Reply, Forward, Delete, New Message.

