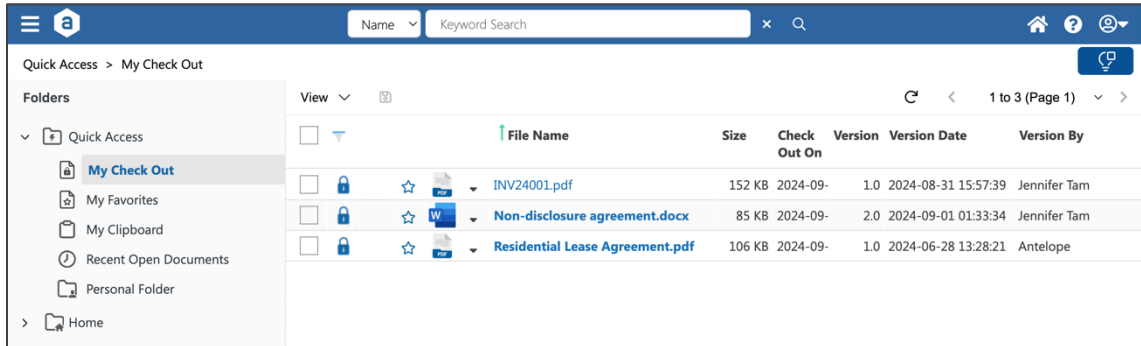


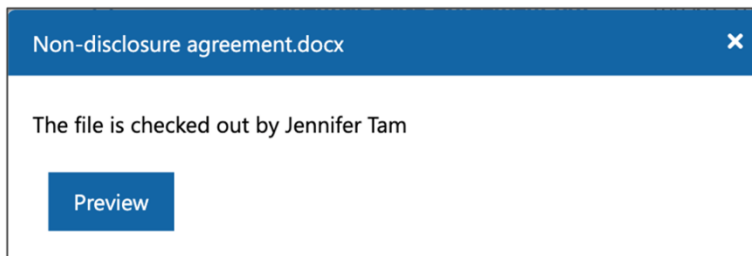
E. Quick Access

I. My Check-Out

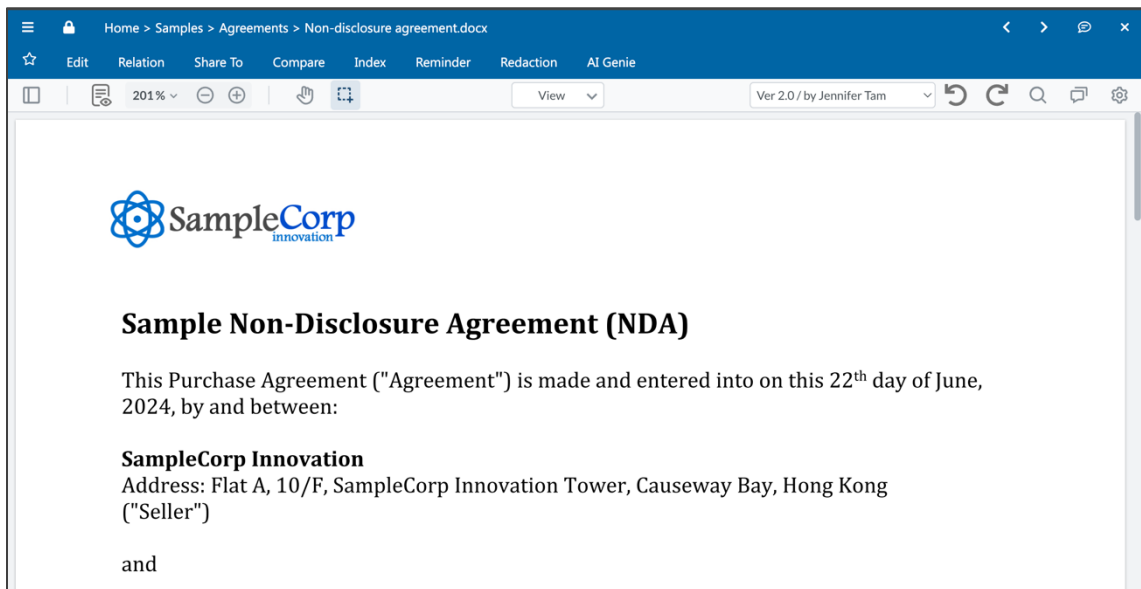
1. Under “Quick Access \ My Check Out”, the folder lists out all your check-out documents.



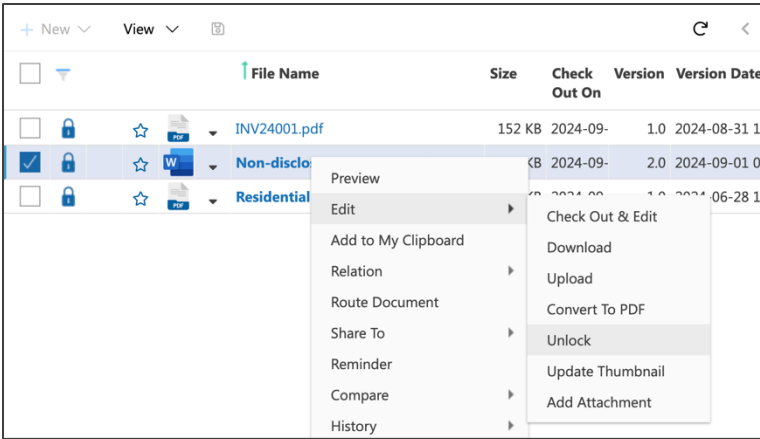
2. Click the document link to open for preview.



3. You can preview the document by the document viewer.



4. To unlock the document, right-click to bring up the context menu, select “Edit > Unlock”.

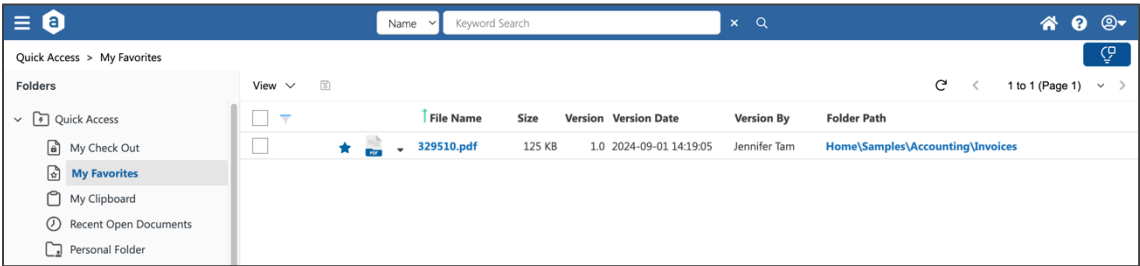


II. My Favorites

1. You can click the “Star” icon to mark any objects as favorites, including document, calendar, hyperlink, folder and workflow records.

			File Name	Size	Version	Version Date	Version By
		☆	329509.pdf	129 KB	1.0	2024-09-01 14:19:05	Jennifer Tam
		★	329510.pdf	125 KB	1.0	2024-09-01 14:19:05	Jennifer Tam
		☆	329511.pdf	145 KB	1.0	2024-09-01 14:19:05	Jennifer Tam
		☆	329512.pdf	123 KB	2.0	2024-09-01 14:19:08	Jennifer Tam
		☆	329513.pdf	122 KB	1.0	2024-09-01 14:19:05	Jennifer Tam

2. To view all marked favorites objects, go to “Quick Access \ My Favorites”.

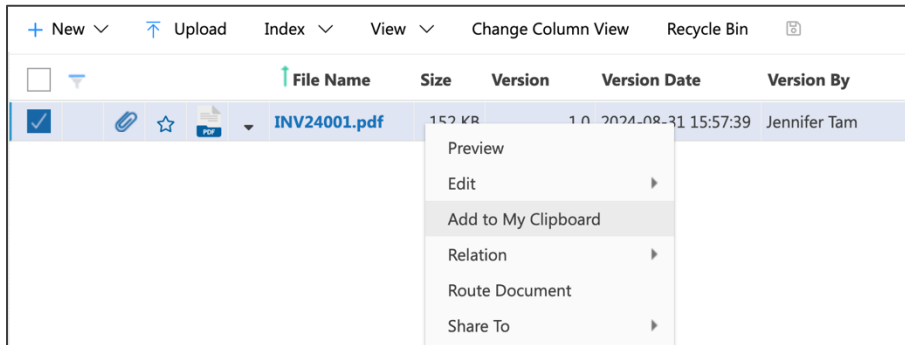


3. Click the “Star” icon again to remove from favorites.

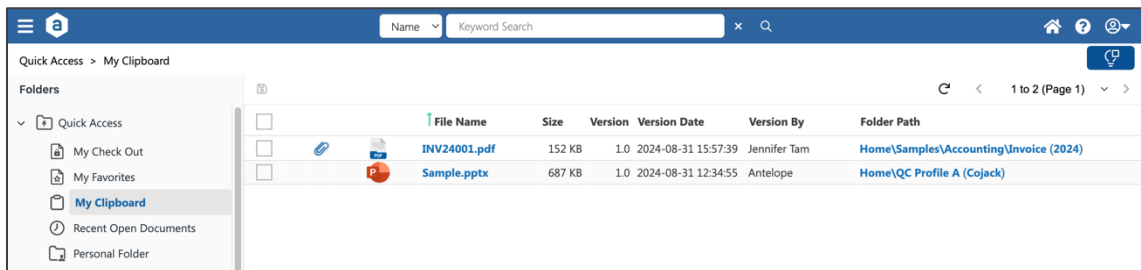
			File Name	Size	Version	Version Date	Version By
		☆	329510.pdf	125 KB	1.0	2024-09-01 14:19:05	Jennifer Tam

III. My Clipboard

1. To add a document to clipboard, select the document, right click to bring up the context menu, then select “Add to My Clipboard”.



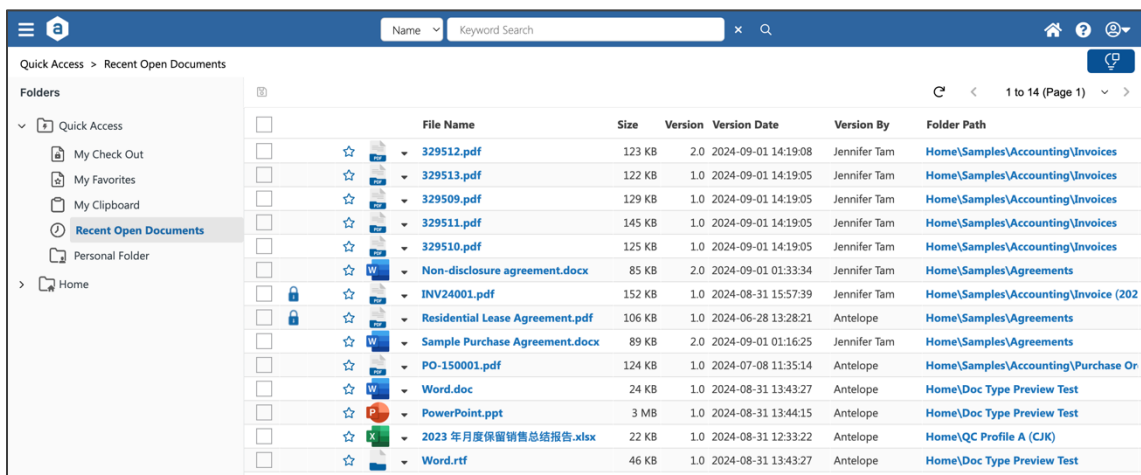
2. You can add multiple documents to clipboard.



Note: My Clipboard only stores documents temporarily, like search history. It will be cleared once you refresh your page or log out.

IV. Recent Open Documents

1. Recent Open Documents display all your recently preview documents.



2. It will show the most recent 50 documents.

V. Personal Folder

- 1. Personal folder contains all tasks and documents you have been working on personally.

