
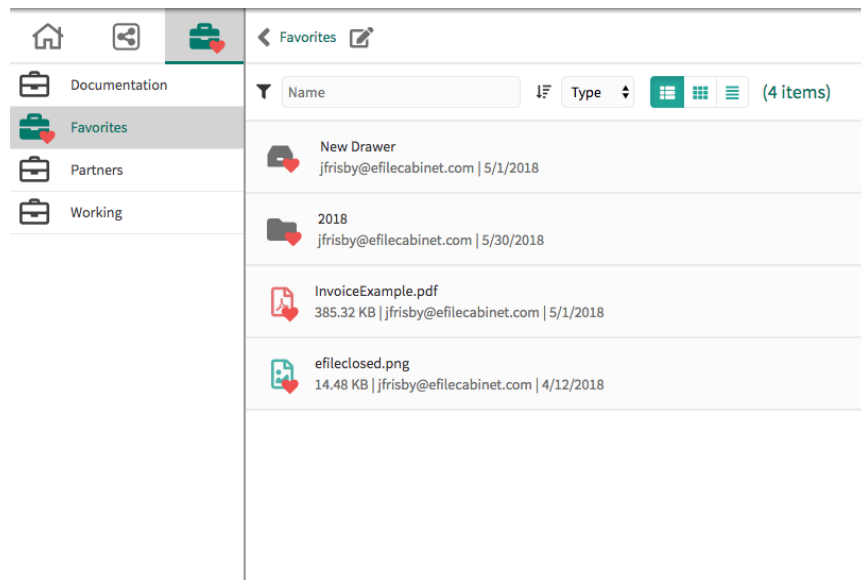



# SecureDrawer - What's New

## New Features

- **Portfolios** Portfolios give you the ability to play favorites with your documents. Portfolios can be found on the top of your tree view by clicking the  icon. Here you can add Portfolios and select which Portfolio will be your Favorite (right click -> Make Favorite).



Drawers, Folders, and Files can be added to any of your Portfolios via the right click context menu.


If you want to add a file to your “Favorite” Portfolio, simply click on the Heart on the bottom right of the icon  for the item you wish to add.



# SecureDrawer - What's New


- **File Requests** When you have specific documents you need your users to upload, File Requests are for you. By right clicking on the Drawer or Folder where you want the files, you can open up the “Request Files” screen.

New Request

Destination:  New Folder Change

To:

Subject:

Attachments: 


Message:


Timeframe  
 Notify on Completion

Files To Request

Name (e.g. 2017 w-2)

Required  Rename



  
Add

Enter the information on the form and specify which files you are requesting the user will you are sending it to will get a very easy to use window where they can upload the requested files.

You can even choose to automatically Rename the files when they come in for easier management.

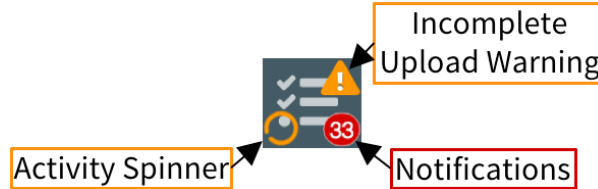
File Request Templates provide the ability to save a Request for repeated use.

To see the Status of your outstanding requests, go the “My Requests” found under the File Requests menu on the Top Left Menu.

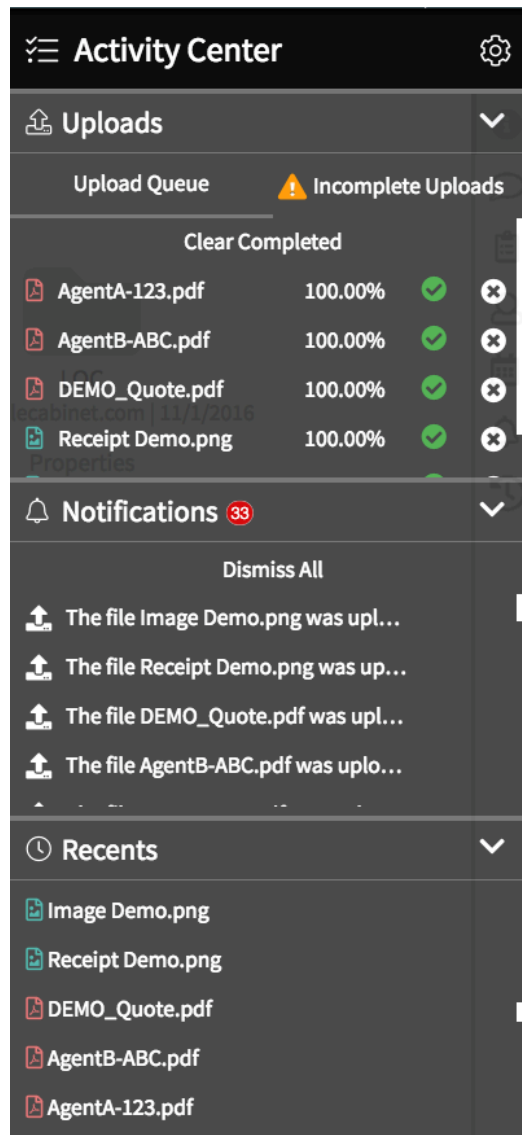


# SecureDrawer - What's New

- Activity Center The Activity Center (found on the Top Right of the screen) gives you a look into what is happening in your SecureDrawer. When closed, the Activity Center icon will give you information about the current activity.



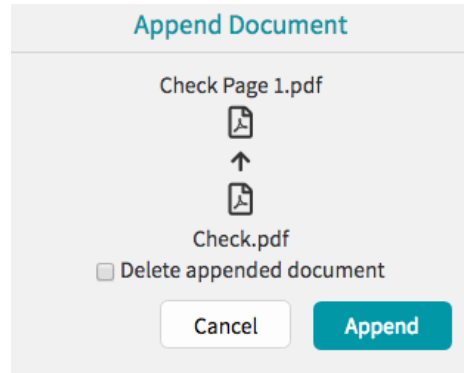
Expanded, the Activity Center will show you the status of Uploads, new Notifications and your Recent files.



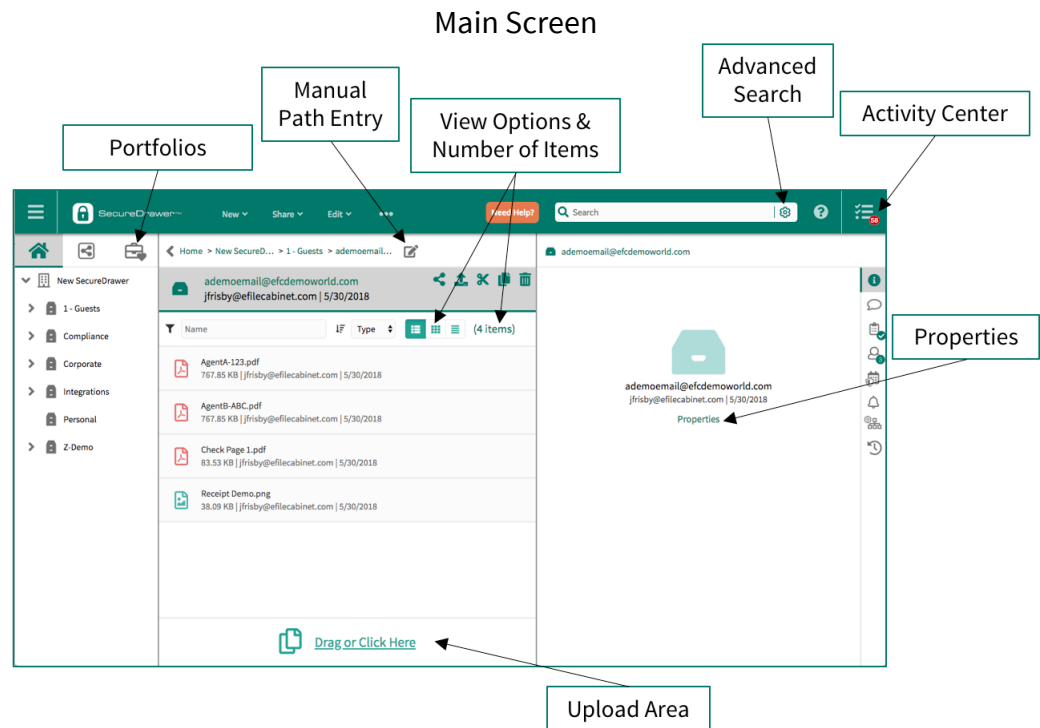
# SecureDrawer - What's New

- Append PDFs If you upload a PDF file to an area that has the same name as an existing PDF file, you now have the option to Append or Prepend the new file to the existing.

In addition, you can now append a PDF file to another PDF file by dragging and dropping the file to append on to the file you wish to append it.



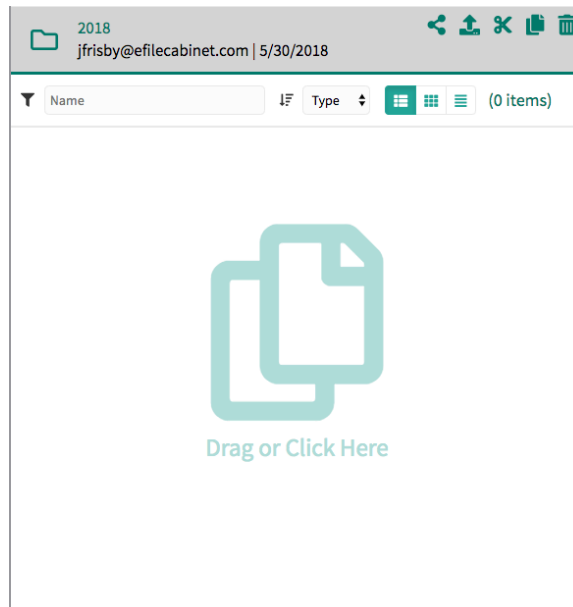
- Improved User Interface In addition to these, the entire User Interface of SecureDrawer has been updated.



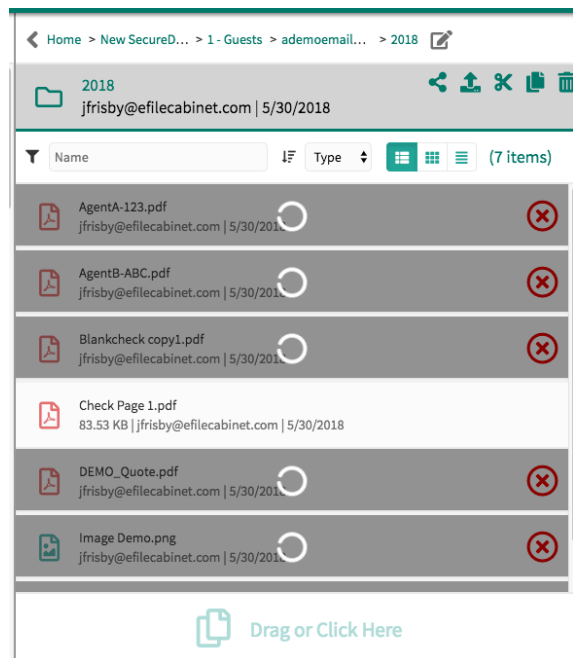
# SecureDrawer - What's New

- Improved User Interface (cont)

## Empty Folder View



## Upload Status of Files



- Much More

To learn more about this release, the release notes can be found here: <https://www.efilecabinet.com/securedrawer-release-notes/>

