Welcome to this segment of AIS Document Viewer online training, brought to you by AIS. My name is Summer Issawi and I will be presenting Managing Content with Enterprise Folders, or creating shortcuts to frequently used reports. I am in Document Viewer and I have highlighted a report I frequently use. I will make a shortcut folder so that I navigate more quickly to this report I frequently use. Underneath the toolbar on the upper left, I can click Enterprise View and then New Enterprise Folder in the toolbar above. I get a new folder below and can name it accordingly. Now I can select a ledger report and drag it down into my new folder. Clicking the expand (+ sign) to the left allows me to see it in the folder. The Copy or Move buttons open a dialog box to get you to specify where you would like to copy or move reports. The screen will rewrite itself and I can expand and collapse reports. I can create another folder, by clicking on the Enterprise View and then New Enterprise Folder to create a new folder on that same level. I can click and drag out of folders, if I have made a mistake in where I put it initially. If you have a hard time clicking and dragging, you can also use the Copy or Move icons as well. You can rename folders, by right clicking the folder name and then typing it. You can also click the name, and then click again. Shortcuts are stored in files where they have pointers. You will not see these shortcuts on other computers you work on since they are stored on the current computer only. Right click a report name and choose Properties. You can see report versions along with other information. Checking out the Properties of a report will give you a little bit of more information. We cannot delete what is on the production server, but the red X on the upper left toolbar will delete folders/shortcuts to reports. You will be prompted to confirm your delete. If you try to delete a report from the server, you will not be allowed to do so. I can delete Folders that I have created. I can click the red door icon to Exit and close the current report and then close your browser to log out of Document Viewer. Again, you can contact the AIS Service Desk at 884-3000 from 7:45-5:00 Monday – Friday or via email at ais311@msu.edu. Thanks for joining me today for this Enterprise Folders tutorial.