Quick Guide: Differences between VCF Versions 2.6 and 2.5

Action Menu Icons Location

New menu of document/folder action items in the upper right of document/folder sections.

Action Icons

Icons have a different appearance

2.6

Vs.

2.5

New Document Level Action Icons

Advanced Document Search: (formerly accessible only by going to the *Find Documents* button at the top of the folder section and then choosing *Document Search Tool* option in 2.5)

Quick View Document Icon: Using this functionality the user can view all the documents at once, page through each document, edit the document properties, edit the document, and view the entire document at full resolution.

Drop File Icon: The ability to Drag-N-Drop document files from your desktop to a temporary storage area for later filing in PaperClip.

Document Grid: Options to re-order columns, change default sort, and hide/show columns at the document level using the gear icon.

New Folder Level Action Icons

Advanced Folder Search: (formerly accessible only by clicking the *Advanced Search* button at the top of the folder section in 2.5)

Document Viewer Icons (same in Viewer and Batch Capture)
Icons have a different appearance
2.5

Vs.

2.6

How to copy a document

Click on the *Context Menu* button for the document user wants to copy.
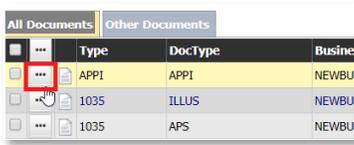
Choose *Copy*.
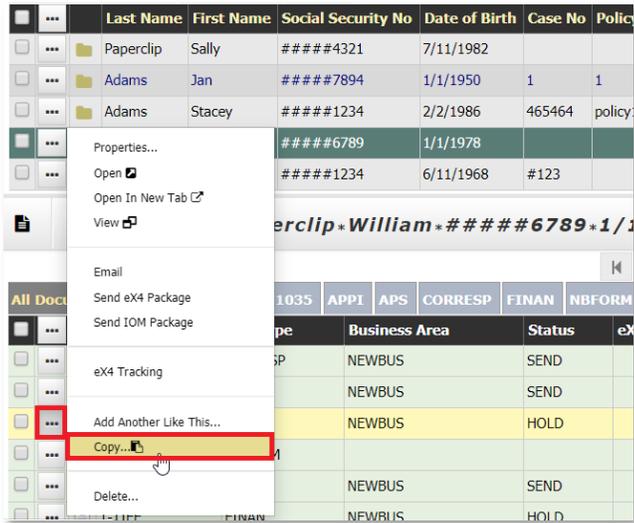
Click on the *Context Menu* button of the folder user wants to copy the document into. Choose *Paste*.
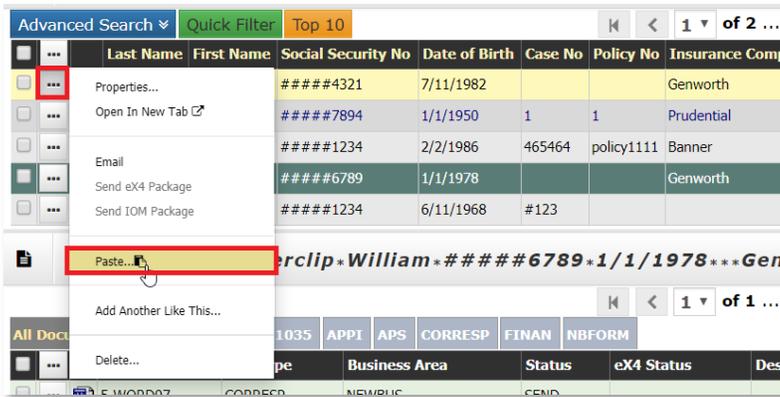
User will receive a verification message. Click "OK."
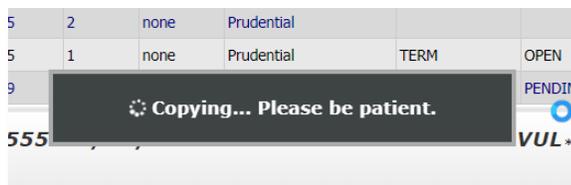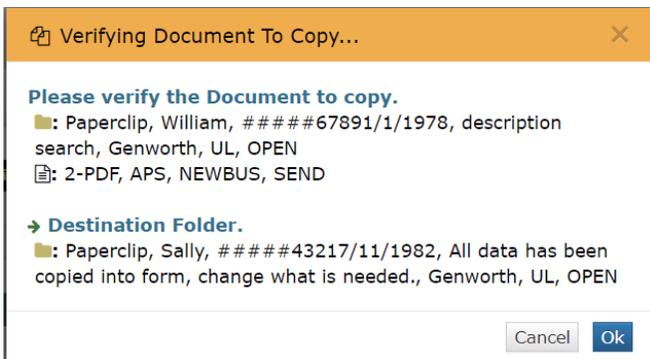
Number of Documents in a folder

The number of documents in a folder is now displayed at the top of the document section at the start of the folder metadata.

eX4 tracking information

User now clicks on the *Context Menu* icon, then chooses *eX4 Tracking* option.
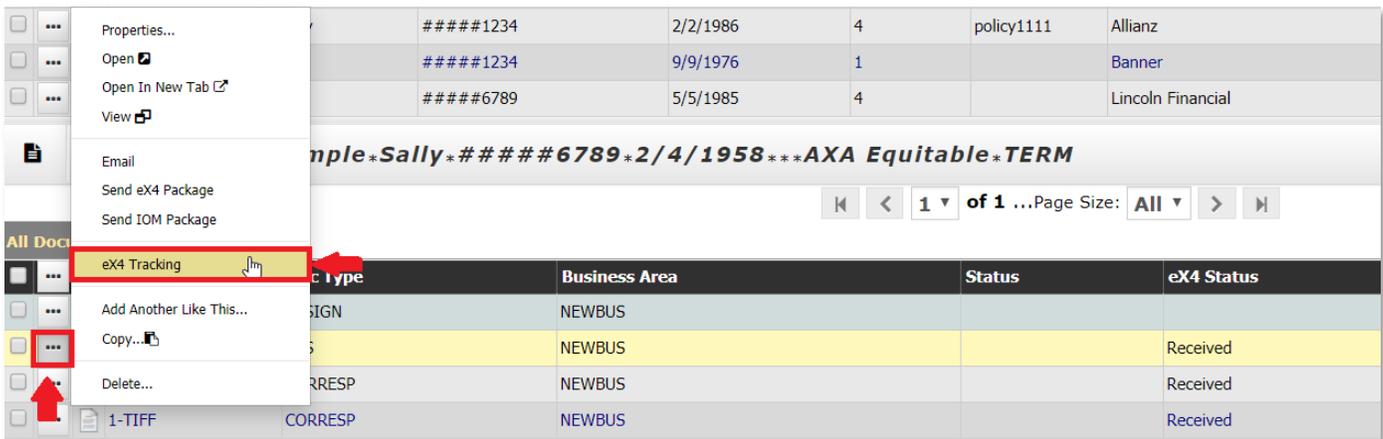
Edit folder/document metadata

User now clicks on the *Context Menu* icon, then chooses *Properties* option.