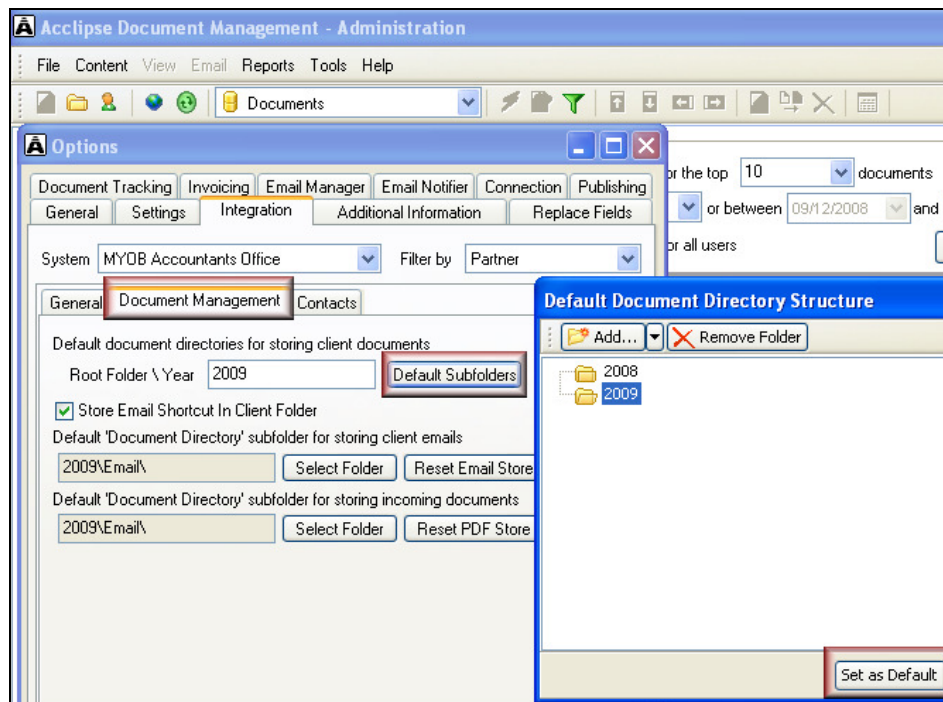


Acclipse Document Manager — Updating year folders

If your Acclipse Document Manager client subfolders are set up according to calendar or financial year, you need to create and select a new year subfolder at the turn of each calendar or financial year. To do so:

1. Log into the administration module of Acclipse Document Manager.
2. Select **Tools** → **Options**.
3. Select the **Integration** tab.
4. Select the **Document Management** or **Directories** tab.
5. Click **Default Subfolders**.
6. Click the arrow beside **Add** → Select **Root Folder**.
7. Enter **2009** in the **New Folder** field.
8. Press **Enter**.
9. Select the **2009** folder.
10. Click **Set as Default**.
11. Click **Save & Close**.



Changing the default year subfolder to 2009