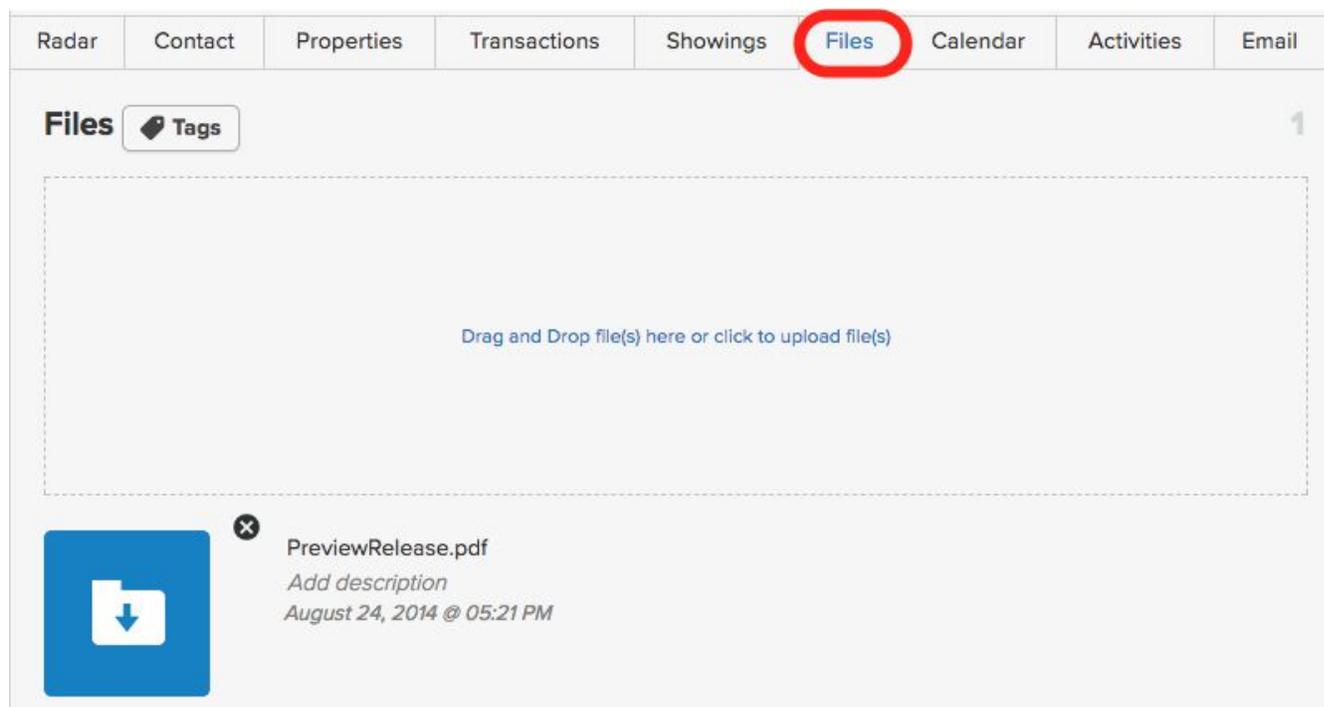


Files Tab

Basics: All Users

The "Files" tab stores image files, documents, spreadsheets, and powerpoint presentations which are associated with the contact. "Drag and drop" into the marked area or click the same location to display the file selection screen to attach the files. Each file can be classified with a tag as it is loaded by selecting the tag before hand. Click on the **Tags** button to choose a filter tag to be displayed and uploaded in the files area. Choose the Tags option of **All** will view all files.



Once the file or files have been loaded, you can click on the File name to change it if needed or add a more detailed description of the file. Clicking on the blue icon to the left of the file allows that file to be opened and viewed in a new browser window or tab. Clicking on the **x** icon removes the selected file from the assigned contact.

If you have any questions, please contact us at: support@realvolve.com

Questions?

Please direct questions and comments to support@realvolve.com.

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