

Move A File To A Folder

1. Click on the File(s) you want to move to a folder.
2. Select "Move Files" from With Selected Action Dropdown
3. Click the Green Checkmark

The screenshot displays the Pooley Accounting Services File Manager interface. At the top, there is a navigation bar with social media icons (Facebook, RSS, Twitter, Google+, LinkedIn) on the left and links for "My Account", "FAQs", "Contact", and "Call (314) 260-7808" on the right. Below this is the company logo and tagline "Professional Accounting and Bookkeeping Services for Small Business Owners - Since 2007".

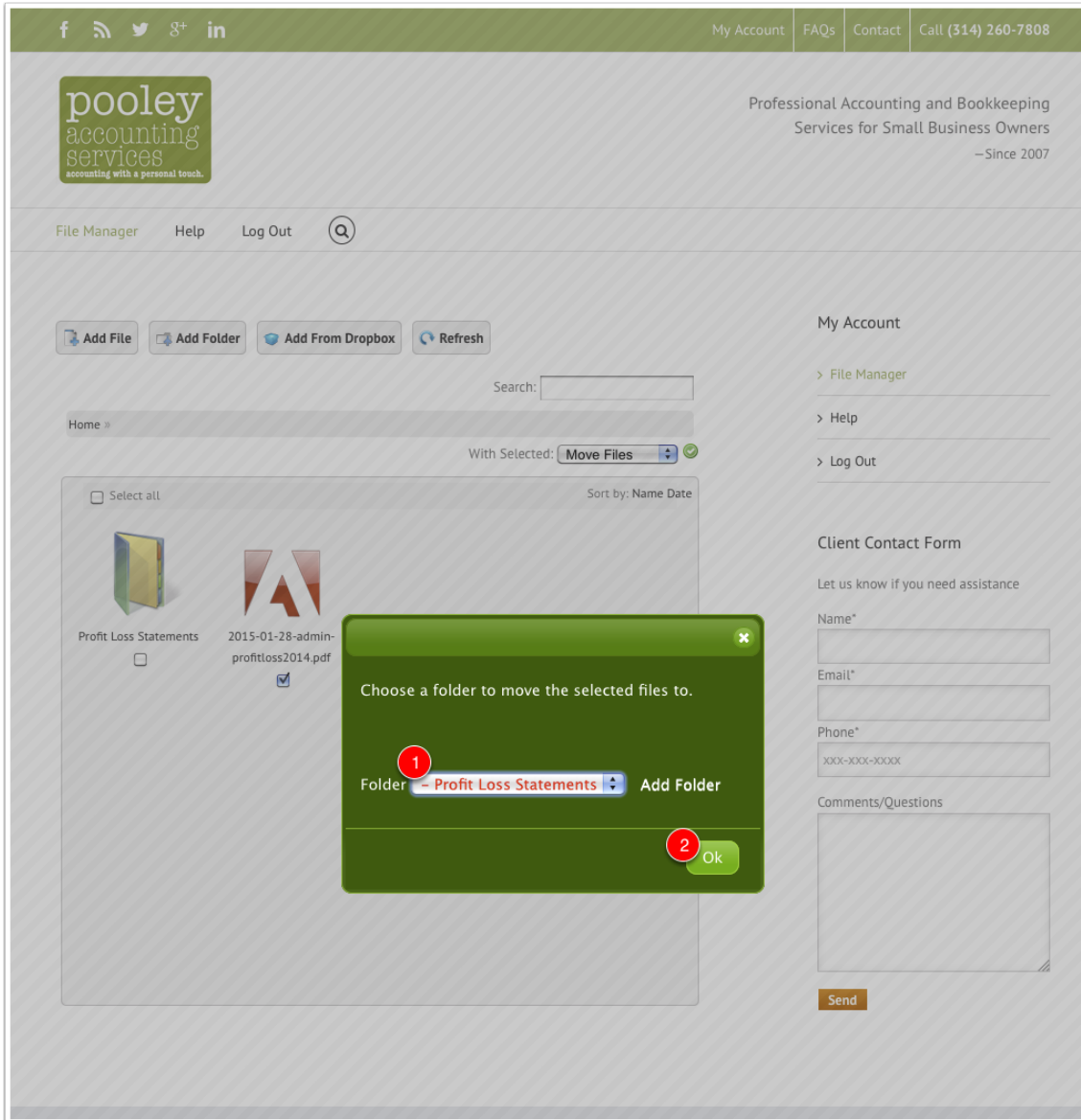
The main content area features a "File Manager" header with "Help" and "Log Out" links. Below the header are buttons for "Add File", "Add Folder", "Add From Dropbox", and "Refresh". A search bar is present, and a breadcrumb trail shows "Home »".

The central file list shows two items: a folder named "Profit Loss Statements" and a PDF file named "2015-01-28-admin-profit-loss2014.pdf". The PDF file is selected, indicated by a red circle with the number "1" and a checkmark icon. Below the file list, a dropdown menu labeled "With Selected:" is open, showing "Move Files" as the selected option, with a red circle and the number "2" next to it. A green checkmark icon is visible to the right of the dropdown, with a red circle and the number "3" next to it.

On the right side of the interface, there is a "My Account" section with links for "File Manager", "Help", and "Log Out". Below this is a "Client Contact Form" with fields for "Name*", "Email*", "Phone*" (with a placeholder "xxx-xxx-xxxx"), and a "Comments/Questions" text area. A "Send" button is located at the bottom of the form.

Choose Folder


1. Select the Folder from Dropdown
2. Click OK



File Manager

The document has been moved to the Folder you selected.

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Professional Accounting and Bookkeeping
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[File Manager](#) [Help](#) [Log Out](#) 🔍


[Add File](#) [Add Folder](#) [Add From Dropbox](#) [Refresh](#)

Search:

Home »

With Selected: [Move Files](#) ⬇ 🔍

Select all Sort by: Name Date



Profit Loss Statements

My Account

- > [File Manager](#)
- > [Help](#)
- > [Log Out](#)

Client Contact Form

Let us know if you need assistance

Name*

Email*

Phone*

Comments/Questions

[Send](#)

How To Move A File

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Open Folder to View the Document You Just Moved

Double Click on the Folder to OPEN it

The screenshot displays the Pooley Accounting Services File Manager interface. At the top, there is a navigation bar with social media icons (Facebook, RSS, Twitter, Google+, LinkedIn) on the left and links for 'My Account', 'FAQs', 'Contact', and 'Call (314) 260-7808' on the right. Below this is the company logo 'pooley accounting services' and the tagline 'Professional Accounting and Bookkeeping Services for Small Business Owners - Since 2007'. The main interface includes a 'File Manager' header with 'Help' and 'Log Out' links. A toolbar contains buttons for 'Add File', 'Add Folder', 'Add From Dropbox', and 'Refresh'. A search bar is present, and the current view is 'Home'. A 'With Selected:' dropdown menu is set to 'Move Files'. The main content area shows a folder icon labeled 'Profit Loss Statements' with a checkbox below it. The right sidebar contains a 'My Account' section with links for 'File Manager', 'Help', and 'Log Out', and a 'Client Contact Form' with fields for Name, Email, and Phone, and a 'Send' button.

View inside Folder

1. The Document is in the Folder.
2. This bar shows Where You Are (Which Folder You're In)
3. Click GO Back to go one level to Home

The screenshot shows a web-based file manager interface. At the top, there is a navigation bar with social media icons (Facebook, RSS, Twitter, Google+, LinkedIn) on the left and links for 'My Account', 'FAQs', 'Contact', and 'Call (314) 260-7808' on the right. Below this is the company logo for 'pooley accounting services' and the text 'Professional Accounting and Bookkeeping Services for Small Business Owners - Since 2007'. The main content area has a breadcrumb trail: 'Home > Profit Loss Statements'. A callout box with a red '2' points to this breadcrumb, stating 'This Area shows where you are: You are in the Profit Loss Statements FOLDER'. Below the breadcrumb is a search bar and a 'Refresh' button. A 'With Selected:' dropdown menu is set to 'Move Files'. The file list shows a folder icon with a 'Go Back' button and a file named '2015-01-28-admin-profitloss2014.pdf'. A callout box with a red '1' points to the file, stating 'Here's the Document You Moved to the Profit Loss Statements Folder'. Another callout box with a red '3' points to the 'Go Back' button, stating 'Click here to Go Back to File Manager HOME'. On the right side, there is a 'My Account' section with links for 'File Manager', 'Help', and 'Log Out'. Below that is a 'Client Contact Form' with fields for Name, Email, and Phone, and a 'Send' button.