

## - Folder Management Overview

Enterprise Organizer's *Manage* view is where you'll organize your files. There are two ways to do this: with a regular *explorer* interface, or with *electronic file cabinets* which mimic real file cabinets, with drawers, folders, and files.

### Is *Explorer* More Your Speed?

If you prefer the regular Windows *explorer* layout, with all of your drives on the left and cascading folder trees, then toggle on the *Explorer* button at the right-hand side of Enterprise Organizer's interface, right above the list of files. You can make this your default view in *Settings > General > Startup Manage Mode > Explorer*.

### File Cabinets

Most users prefer the clean layout of file cabinets. The cabinet drawers are on the left. Each drawer has its own folders, which show in the middle, and the files are listed on the right. Any kind of file can go in a cabinet.

### What is a Cabinet?

Under the hood, a cabinet is really just regular Windows folders. There's no database or cryptic data file. Here's the layout:

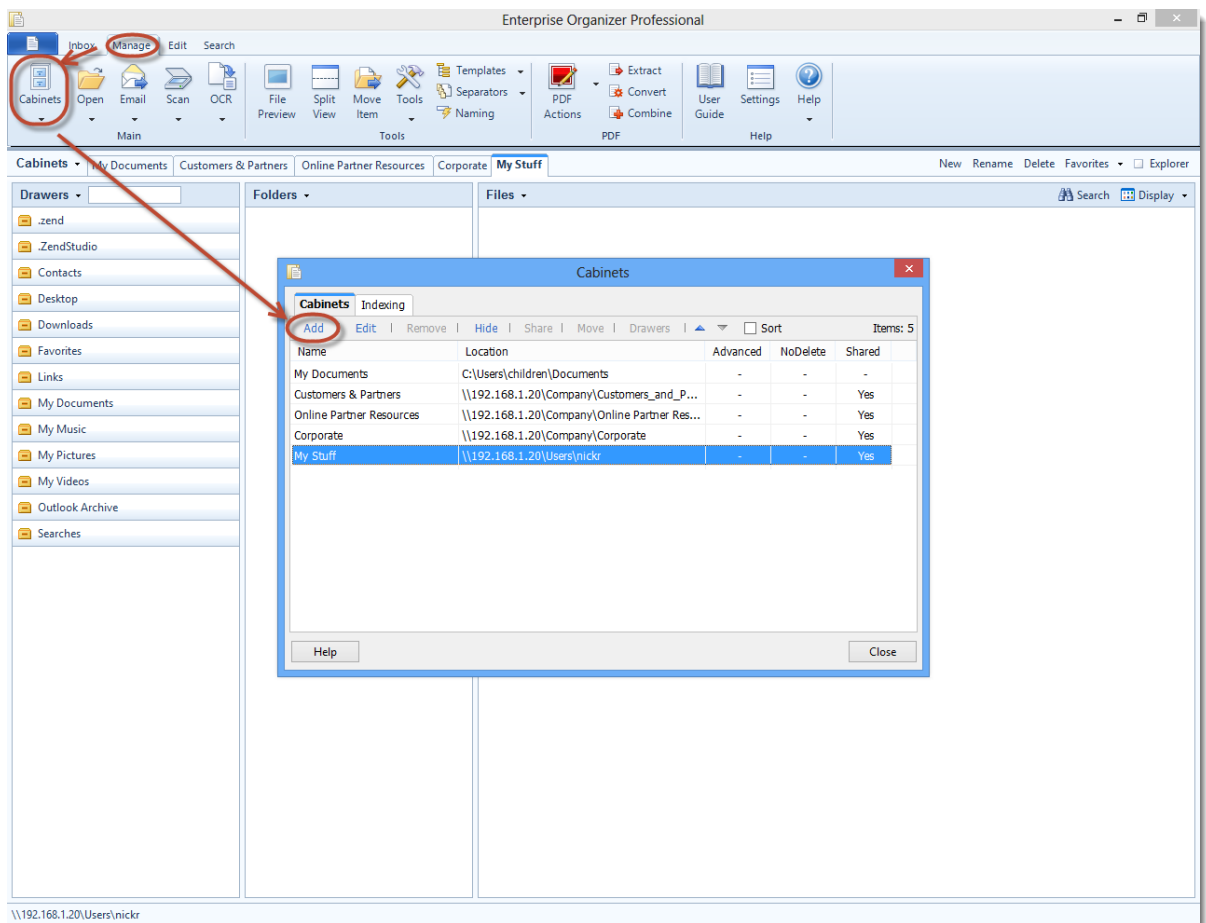
The cabinet is just a shortcut to the first folder. All of the underlying folders show up as drawers, each with their own subfolders.

The power of this approach is that all of your existing files can be shown as cabinets *without changing them at all*. And if you should ever stop using Enterprise Organizer, your files won't be locked in a proprietary database.

## Create a Cabinet

Creating a cabinet couldn't be easier:

1. Go to the *Manage* view
2. Click the *Cabinets* button
3. Click *Add*



4. Name your cabinet
5. Browse to the folder where the files are or where you want them to go
6. Click *OK*

**Add Cabinet**

Cabinet Name:

Type:

Cabinet Location:

☐ Use Default Location

☐ Prevent Cabinet files and folders from being deleted

Show Cabinet's Main Folder as a Drawer

**Layout** **Index** **Alt Location**

☒ Cabinet Layout ☐ Open Split View

☐ Display Drawers in Drop List

☐ Do Not Use Drawers

☐ Do Not Use Folders

☐ Use as Inbox

Split View Cabinet:

You'll get a new tab for your cabinet in Enterprise Organizer. Now you can start adding drawers and folders from the *Drawers* and *Folders* task buttons. See [Drawer Basics](#) and [Folder Basics](#) for more information.

For advice setting up a good cabinet layout, see [Cabinet Layout](#).

**Tip:**

You can share cabinets on the network! Just point to a folder that's on your network server. All of your users will see the same files and the same changes.

## Other Cabinet Options

There are a few kinds of cabinets and different cabinet layout options. Learn about them in [Cabinet Types](#) and [Add A Cabinet](#).

## Save/Open Integration

One of Enterprise Organizer's most powerful features is its ability to integrate with the save/open functions of almost any program. Enterprise Organizer can replace their save/open dialogs with a custom Enterprise Organizer save/open dialog which shows your cabinets. This gives you direct access to your cabinets for saving and opening files.

To turn on this integration, go to *Settings > Save/Open Dialogs > Enable Enterprise Organizer Save & Open Dialogs*. See [Save/Open Integration](#) for more information.

## Using an Inbox

You can use an *Inbox*, which is an easy way to grab incoming files and move them into cabinets. This is ideal for network scanners or network fax machines – just point the inbox to the folder where new network scans/faxes are deposited. See [Using an Inbox](#).

Online URL: <https://support.quikbox.com/article.php?id=231>