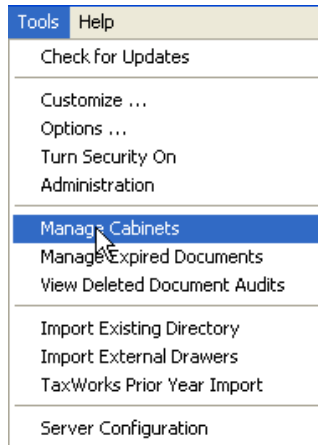


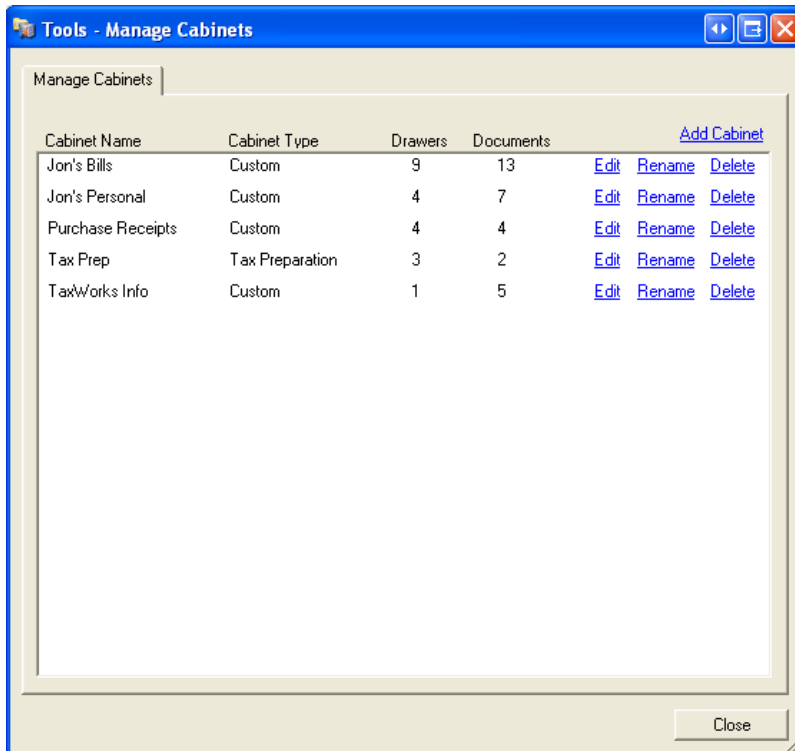
Cabinet Management Tool

This tool has the functionality to add folders globally to a Tax Cabinet within ArkWorks. This tool will add global drawer folder structure to only the tax defined cabinets. (Note: Custom Cabinets will not work at this time.) The other limiting factor at this time is that it will only add the 2008 or 2009 folder structure to all drawers within a tax preparation cabinet. I will layout how this tool is used in the below documentation.

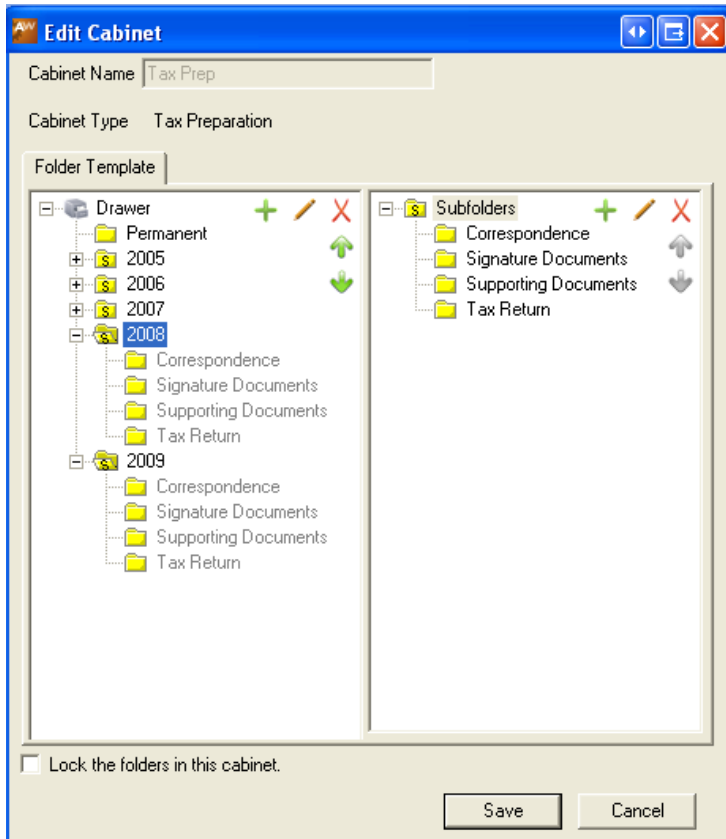
1)



2)

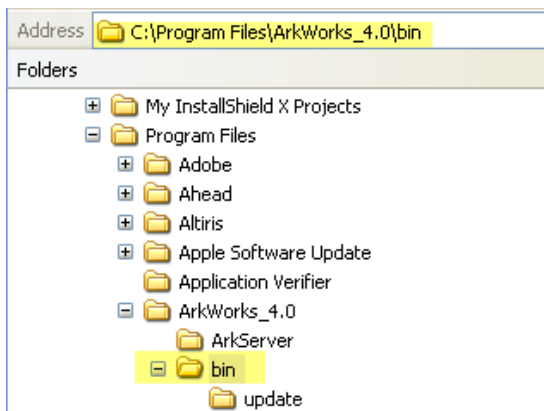


3) Click the Edit link for Cabinet Type of Tax Preparation Cabinet.

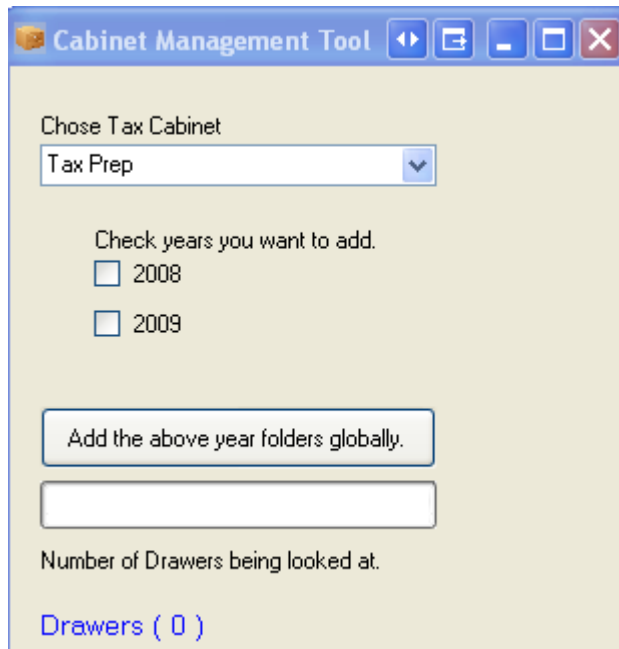


4) Add 2008 and/or 2009 Folder to the left side then accept the sub-folders when you are prompted. When you have added the structure you would like for your sub-folders make sure to click the save button. Close all the way out back to your Cabinet and Drawers.

5) Now for the Cabinet Management Tool. You will need to put the Cabinet Management Tool.exe in the following location:



5) Once it has been put in this location double click the .exe.



6) Now choose which tax cabinet you would like to add the 2008 or 2009 folder structure to the drawers. Check both or one of the checkboxes for 2008 or 2009, and then click the Add above year folders globally. There will be a progress bar and the drawer count will increase until all drawers have had the conditions met of adding the folder structure.

When this tool has finished verify that the folder structure has been added to each drawer in the tax cabinet chosen. If you do have many drawers that need to be affected by this tool, you may continue to use ArkWorks while this tool is working.