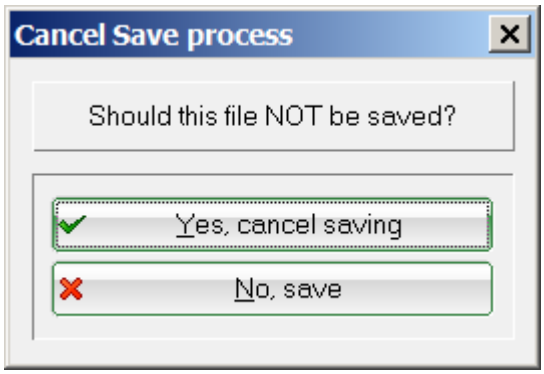
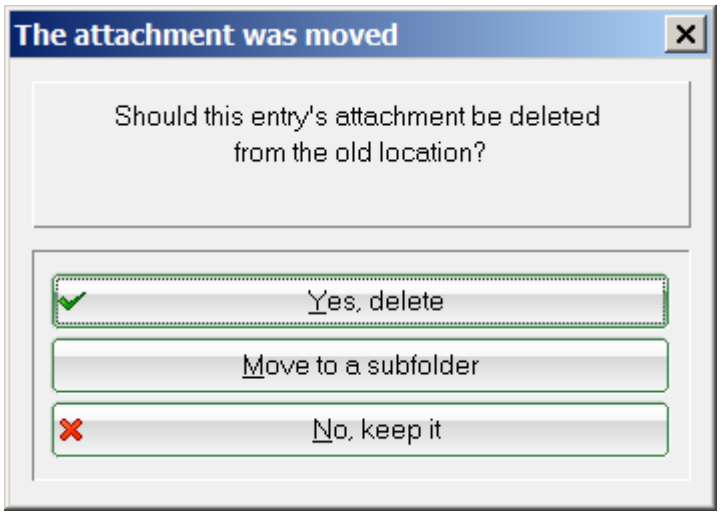
Queries during the saving process

If the save process is aborted, PC CADDIE makes the query:



If, for example, you want to move documents from the „Secretariat/Letters“ folder to PC CADDIE, you have the following options for the original file:



1. With the first option ***Yes, delete***, a copy of the letter is stored in the CRM\DMS. The original file (for example, in the Secretariat/Letters folder) is deleted.
2. **// Move to a subfolder//** means that a copy of the letter is stored in the CRM\DMS and the original is moved from the „Secretariat/Letters“ folder to a subfolder _PCC. This gives you a good overview of which files have already been saved in PC CADDIE. This is the „golden middle ground“ and therefore pre-selected.
3. The option ***No, keep it*** is listed last. The document remains in the folder „Secretariat/Letters“ in its original form, a copy is stored in the CRM\DMS. With this choice you do not know in retrospect whether you have already stored the file in PC CADDIE.

Back to the Overview.