



Feature Focus: **Create File Folders Automatically**

Want your document files stored on your network in organized, logical folders and sub-folders? Tired of everything going to one giant folder? *More* tired of manually creating sub-folders, month after month?

Did you know that GoldVisionPro can *automatically* create sub-folders on your network as they are needed? In the Options setup of GoldVisionPro, users can select the "Add Date Path Option" to automatically create a year and month folder structure (as needed) as file links are created. The "Add User Path Option" will copy each file to the *current* user's sub-folder, and create the folder if it doesn't exist. Both options can be used in combination to create a folder structure of year\month\user that is dynamically updated as needed.

Using these folder-creation options can also help reduce the number of files that are copied to Temp Links during synchronization. As sub-folders are created automatically, with the same naming convention, therefore multiple locations will have the same folder hierarchy to receive the synchronized files in the appropriate directories.