

## How PowerFlow information is organized

**Vault** ~ A *vault* is the highest level of the hierarchy and is represented by a .PFL file that does nothing more than group a set of cabinets for a particular use.

**Cabinet** ~ A *cabinet* contains folders that contain documents separated by dividers made up of one or many items.

**Folder** ~ *Folders* contain documents that, like the real world, may consist of one or many items (equivalent to the original pages in the document). Documents can be separated (or categorized) by folder dividers.

**Document** ~ A *document* represents the detail of a folder in a one-to-many folder/document relationship (that is, a folder contains zero or more documents).

**Item** ~ An *item* is the lowest level data in the PowerFlow hierarchy and each item is represented by a single graphic or word-processed image.



Vaults

Cabinets

Folders

Documents

Items

## Navigation quick reference

The screenshot shows the PowerFlow software interface with the following components and navigation arrows:

- Left Panel:**
  - Buttons: Forms, Re:Mix Sellers, Re:Mix Buyers
  - Tree View: Info, Mortgage, Title, Inspect, Contract, Disclosures, All, WorkSheet
- Top Panel:**
  - PowerFlow: Re:Mix Real Estate | User: Guest Account | Vault: Real Estate Demo2
  - Menu: PowerFlow Vaults Cabinets Folders Dividers Documents Items Find Filter Send Receive Tools Help
- Center Panel:**
  - Table: Disclosures (Document Date, Description, Required Y/N, Document Identifier)
  - Table: Items (Cabinet, Re:Mix Buy, Address, City State Zip, Status, Closing YY/MM, Buyer Name, Buy Agent, Buy Agent Phone, Buy Broker, Seller Name, List Agent, List Agent Phone, Agent View, Transaction ID)
  - Table: Dividers (Divider, Disclosure, Document Date, Description, Required Y/N, Document Identifier)
  - Table: Items (1, 2, 3, 4)
- Right Panel:** Document viewer for 'losure1V6H1176V00000002'.









**Navigation Legend:**

- Red arrow from 'Vault' label to the top of the interface.
- Red arrow from 'Cabinets' label to the 'Re:Mix Buyers' button.
- Red arrow from 'Folders' label to the 'Disclosures' folder in the tree view.
- Red arrow from 'Dividers' label to the 'Document Date' column header.
- Red arrow from 'Documents' label to the 'Buyer Name' field in the Items table.
- Red arrow from 'Items' label to the 'Items' table.

# Information Viewer

## Quick-start



Use this table as a quick reference for navigating PowerFlow. Refer to the **Keyboard Shortcuts** document for comprehensive navigation shortcuts.

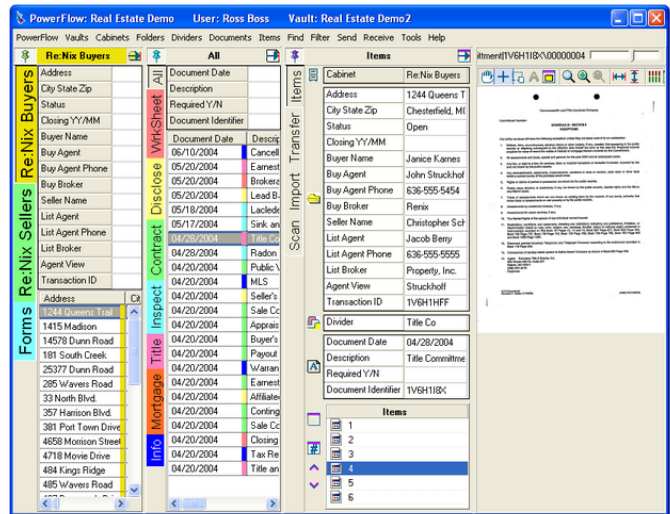
ITEM	ACTION
Focus	The active pane – the highlighted selection is blue
<b>Enter</b>	Select from list and move to the next panel (right): folders to documents to items panel
<b>ESC</b>	Unselect and move to the previous (left) panel: items to documents to folders panel
	Click to pin/unpin Pin: keep panel view open Unpin: close panel when not active
	Click to expand/collapse panel display Expand: View all columns in panel Collapse: View single column
 Left/right arrow	Move to the previous/next column in a folders or documents list view
Type-in and <b>Enter</b> or <b>Tab</b>	Filter the focus column information (selected items are <u>underlined</u> )
Filter grid	Filter single or multiple column information (selected items are <u>underlined</u> )
 Up/down arrow	Move through entries in a panel list
<b>PageUp</b> <b>PageDown</b>	Move to the next page of a panel list
Print	Send Print or panel fly-out menu: select printer and page options
<b>Right-click</b>	Fly-out menus in each panel specific to that panel
	Click and outline an area to zoom in on a selected image area
	Click and hold to move the image around
	Select and clip image area to print or save to file
	Click or slide to advance through item images


# Information Viewer Quick-start

## To locate a folder


1. Click the appropriate cabinet tab to access all the folders associated with that cabinet.
2. In the folder filter grid, type in your search criteria and press **Enter** to run the search and display a list meeting the criteria. Or, select from the folder list.

**i** To expand the panel to display *all* index criteria (to help identify the specific folder when multiple folders meet the search criteria), click . Also, you may want to be sure the panel is not "pinned" open () to allow the panel to close once the desired folder has been selected. This maximizes your viewing area. When you return to the folder panel, it will automatically open in the expanded index display format.



3. Locate the folder in the list using the up-down arrow keys and press **Enter** to select it (or, double-click on the appropriate entry in the list).
4. The documents associated with your selected folder are listed in the documents panel. The folders panel may slide from view unless it is "pinned" open (). If you want to return to the folders panel, press **ESC**.

## To locate a document and view items

1. Locate the document using the up-down arrow keys and press **Enter** to select the document or double-click on the appropriate entry in the list. The document panel works exactly like the folder panel.
2. The items associated with your selected document are listed in the items panel. The documents panel may slide from view unless it is "pinned" open (). If you want to return to the documents panel, press **ESC**.
3. Select the item you want and navigate the image in the viewer panel as described in the above table.

All	
Document Date	
Description	
Required Y/N	
Document Identifier	
Document Date	Descr
06/10/2004	Cancell
05/20/2004	Earnest
05/20/2004	Brokera
05/20/2004	Lead B.
05/18/2004	Laclede
05/17/2004	Sink an
04/28/2004	Title Co
04/28/2004	Radon
04/20/2004	Public \