

# Park Files

This feature is required to Park those files of File Inbox/Inbox Folders on which user needs to take action after a certain period of Time.

## Important Points:

- ✓ Main file must be present in Inbox/Inbox Folder.
- ✓ Physical files in Inbox must be in received state.

## STEPS TO FOLLOW:

1. Select Files using checkbox in File Inbox/Inbox Folder list or click open a file from Inbox/Inbox Folder.

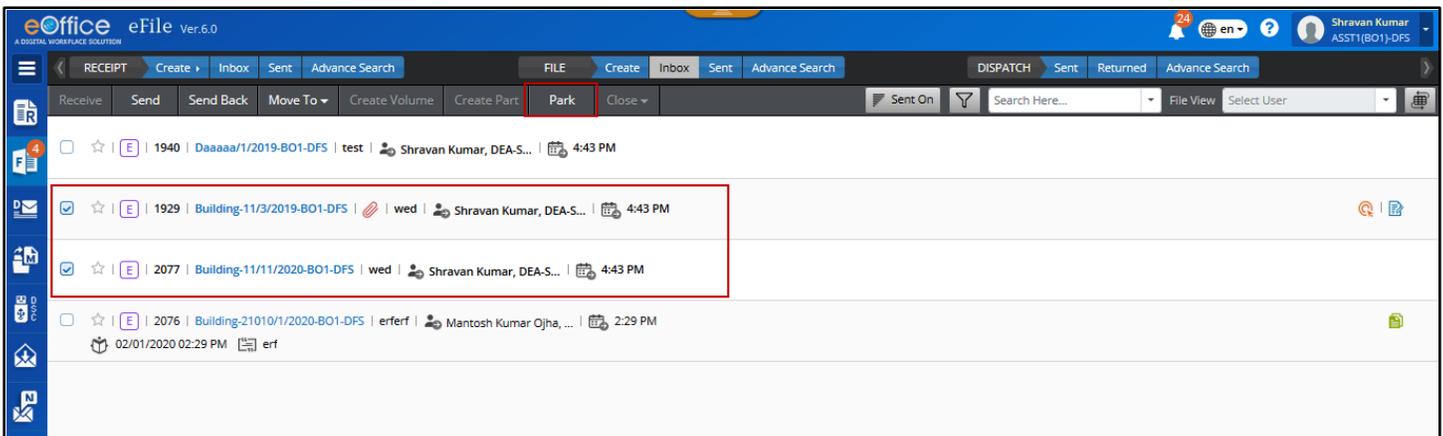


Figure 250

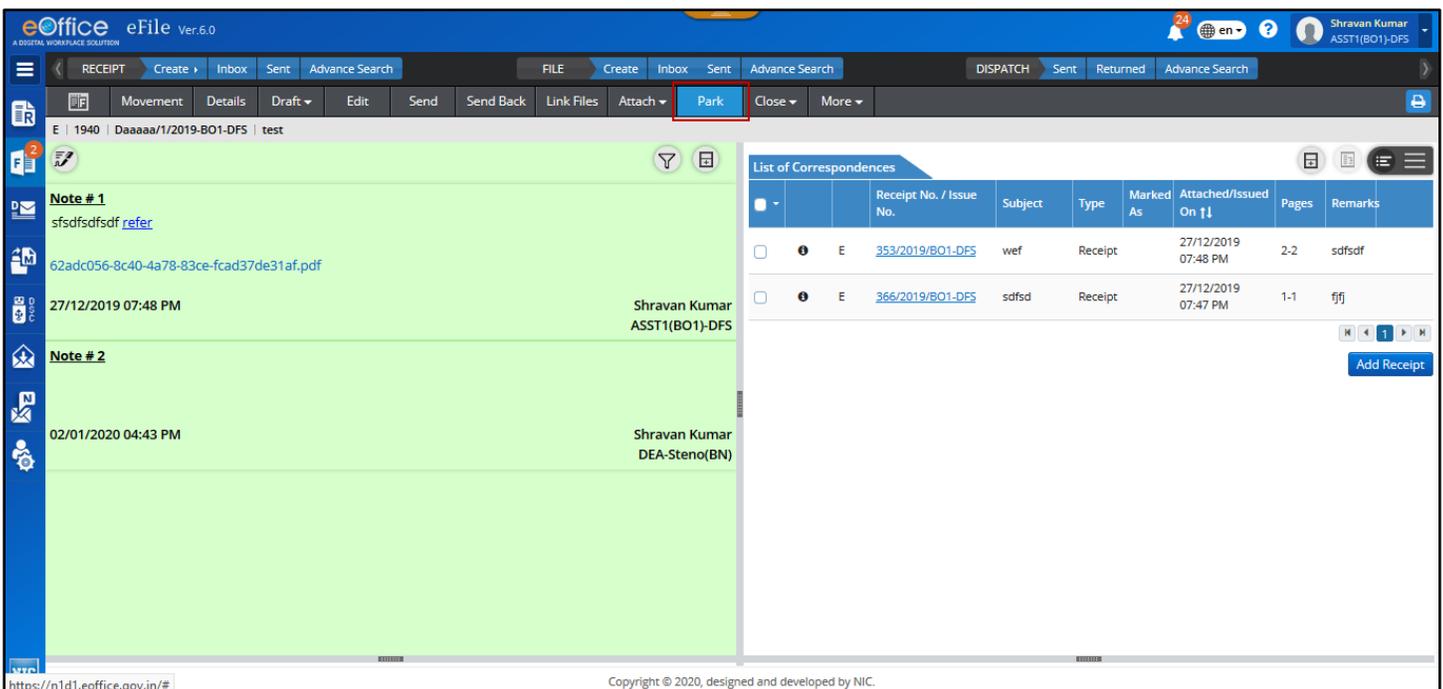


Figure 251

2. Click **Park** menu.
3. Provide **Parking Due Date** and **Parking Remarks** in Confirmation Pop up.
4. Click **OK** button.

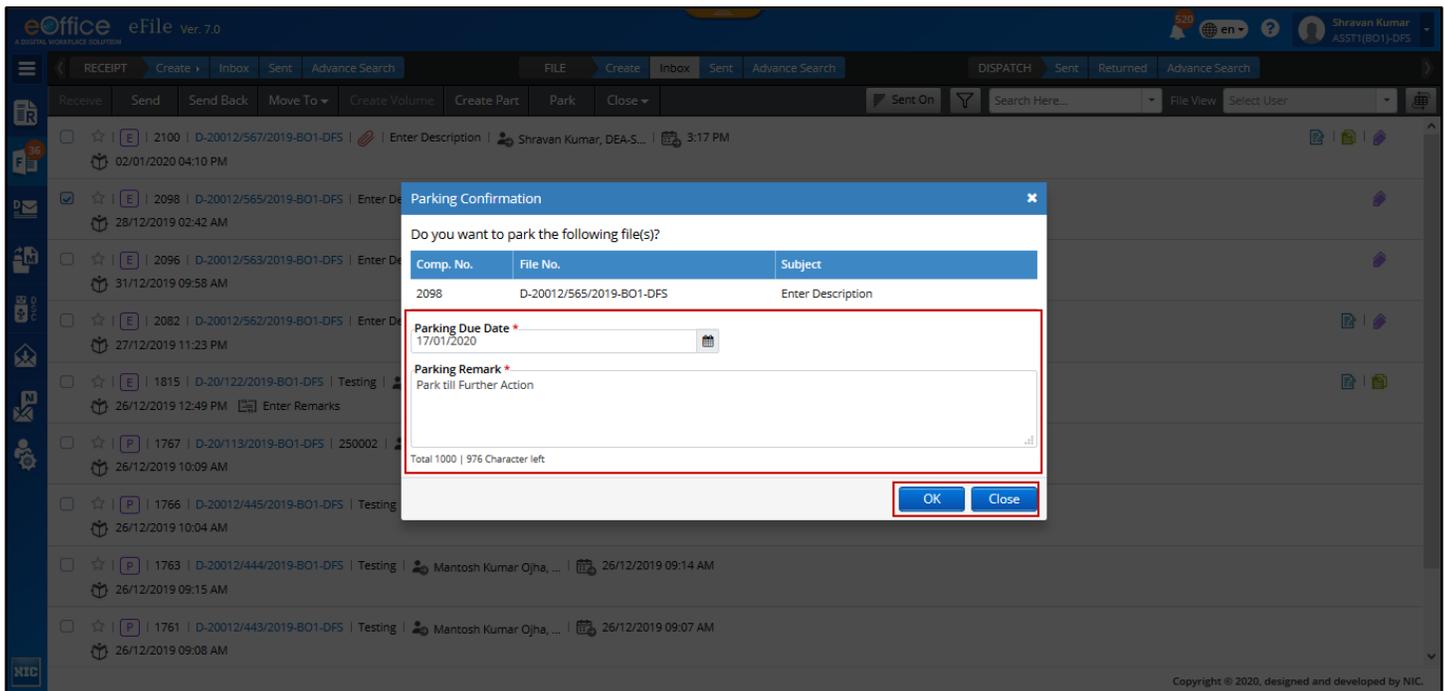


Figure 252

**Note:**

- List of parked files will be displayed under Parked link of Files module.
- File will be removed from inbox/inbox folder listing.
- User will be provided option to **Unpark** file.
- User will be provided option to Extend Parking Due Date.
- Park file history will be maintained in the Park History of File.

## Parked Files

The Parked File is the list of Files Parked from Inbox/Inbox Folder. User can click **Parked** link under File module to view parked files.

- Parked File List can be **filtered** depending on **Nature**, **Parking Date** and **Due Date** by clicking Filter Icon in menu bar
- Parked Files can be searched using Module Search (Computer No., File No., Subject and Remarks)
- Parked Files can be **Unparked**

**STEPS TO UNPARK FILE:**

1. Click **Unpark menu** after selecting files or click **Unpark link** with respect to parked file

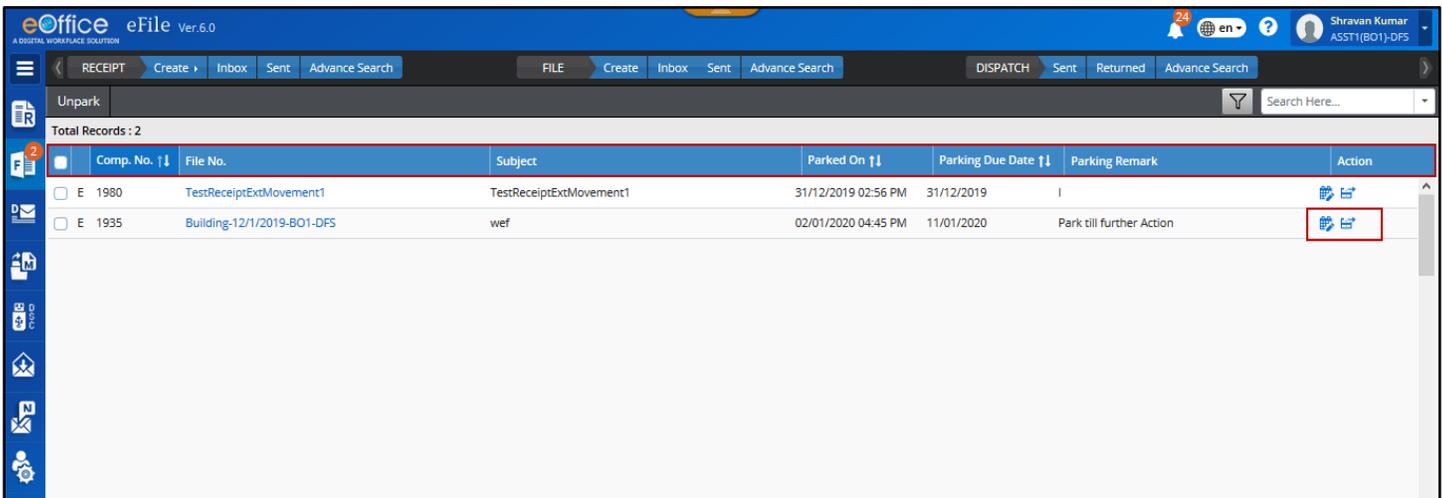


Figure 253

2. Enter mandatory **Remark** in Un-parking Confirmation pop up.
  3. Click **OK** to un- park the file.
- **Due Date of Parked File** can be edited.

**STEPS TO EDIT DUE DATE OF PARKED FILE:**

1. Click **Edit Due Date** link with respect to parked file.
2. Select **Extended Parking Due Date** Edit Parking Due Date Pop up.

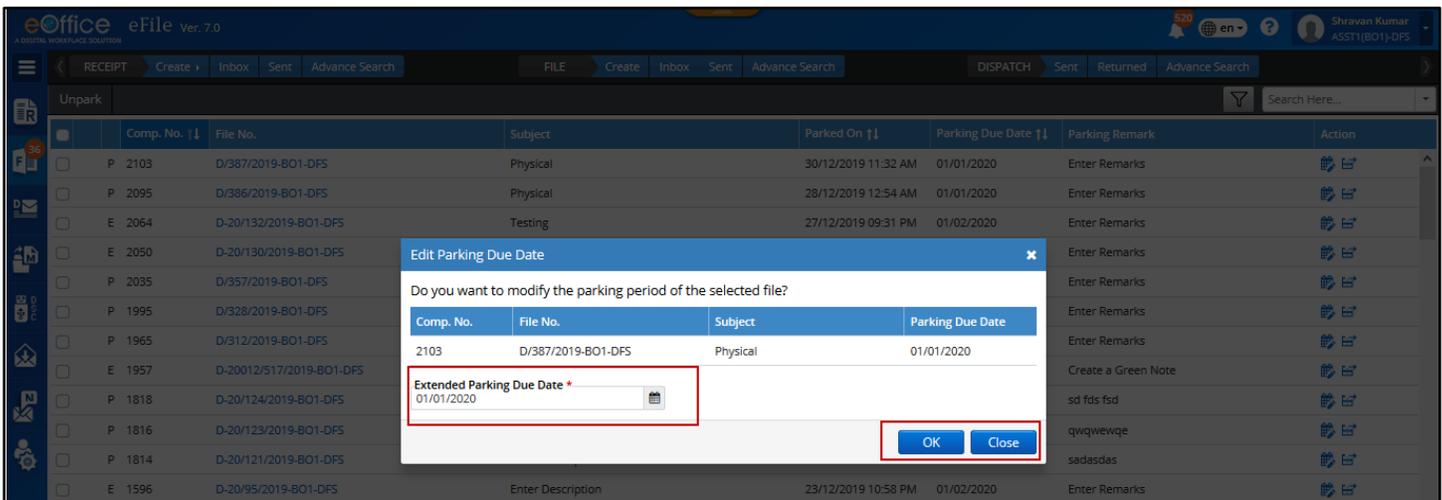


Figure 254

3. Click **OK** to update parking due date.

**Note:**

- List of transferred file(s) from Created Folder of other Post will be displayed under Parked Files List.