











Tips for Using Folders in Themis

A **Folder** in Themis is a flexible display summary screen in which you can choose the fields you want to view and the order in which they appear.

Three ways to customise your Folder:

- Use the **Folder Tools** toolbar (navigate to **Folder > Folder Tools** on the menu bar or click on the  icon on the toolbar)
- Use the **Folder** menu on the menu bar
- Drag and drop columns to reorder, then click on the title bar to sort/resort a column (**Note:** only the first 3 columns are sortable)

Icon	Function
	Open List of Folders
	Save Folder
	New Folder
	Delete Folder
	Widen Field
	Shrink Field

Icon	Function
	Show Field
	Hide Field
	Move Field Left
	Move Field Right
n/a	Change Prompt (change the title of a field)
n/a	Folder Tools

Folder Menu
New...
Open...
Save
Save As...
Delete...
Show Field...
Hide Field
Move Right
Move Left
Widen Field
Shrink Field
Change Prompt...
Folder Tools

To save your Folder:

- 1 Select **Folder > Save As** from the menu bar.
- 2 Enter a unique name in the **Folder** field.
Ticking the **Open As Default** checkbox will prompt Themis to open your new folder as the system default.
Ticking the **Public** checkbox will allow the folder to be viewed and modified by all users.
- 3 Click on the **OK** button.