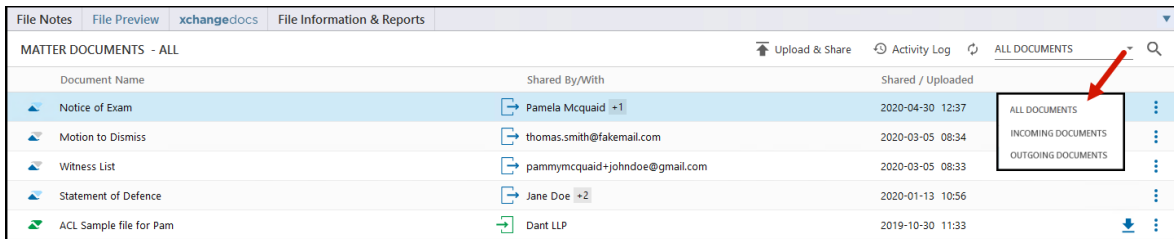


The workspace in **xchangedocs** can be modified at the user level.

WHAT TO DISPLAY

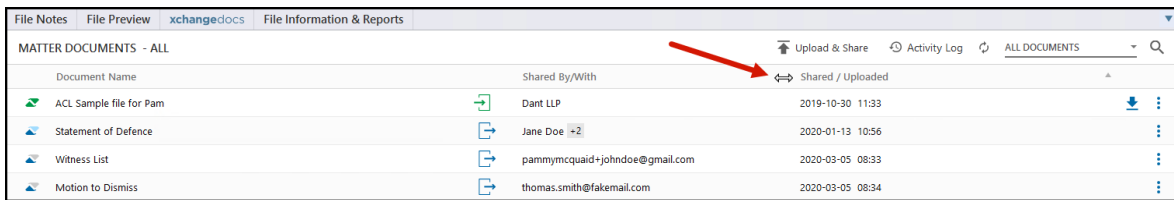
Users can choose to display **ALL DOCUMENTS**, **INCOMING DOCUMENTS**, or **OUTGOING DOCUMENTS** for a specific File/Matter by selecting from the drop-down.



Document Name	Shared By/With	Shared / Uploaded
Notice of Exam	Pamela Mcquaid +1	2020-04-30 12:37
Motion to Dismiss	thomas.smith@fakemail.com	2020-03-05 08:34
Witness List	pammymcquaid+johndoe@gmail.com	2020-03-05 08:33
Statement of Defence	Jane Doe +2	2020-01-13 10:56
ACL Sample file for Pam	Dant LLP	2019-10-30 11:33

COLUMN ADJUSTMENT

The columns for **Document Name**, **Shared By/With**, and **Shared/Uploaded** can be adjusted (widened or narrowed). Hover the cursor beside the column name to reveal the double-headed arrow and adjust as desired.

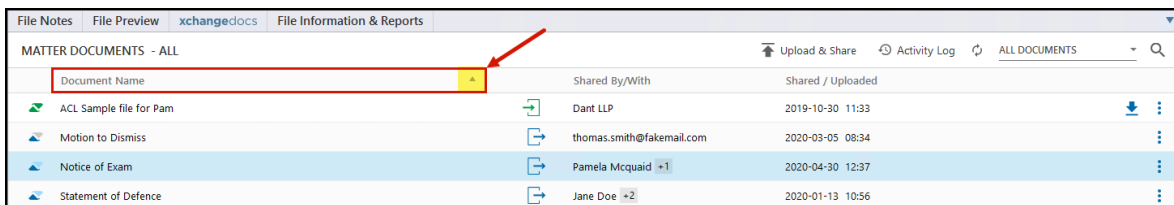


Document Name	Shared By/With	Shared / Uploaded
ACL Sample file for Pam	Dant LLP	2019-10-30 11:33
Statement of Defence	Jane Doe +2	2020-01-13 10:56
Witness List	pammymcquaid+johndoe@gmail.com	2020-03-05 08:33
Motion to Dismiss	thomas.smith@fakemail.com	2020-03-05 08:34

SORT SELECTION

The list of documents can be sorted by any of the column headings. Click on the desired column heading to sort the list by that category. Clicking once will sort the list in ascending order, clicking a second time will sort the list in descending order.

Document Name sort:



Document Name	Shared By/With	Shared / Uploaded
ACL Sample file for Pam	Dant LLP	2019-10-30 11:33
Motion to Dismiss	thomas.smith@fakemail.com	2020-03-05 08:34
Notice of Exam	Pamela Mcquaid +1	2020-04-30 12:37
Statement of Defence	Jane Doe +2	2020-01-13 10:56

Shared By/With sort:

Document Name	Shared By/With	Shared / Uploaded
ACL Sample file for Pam	Dant LLP	2019-10-30 11:33
Statement of Defence	Jane Doe +2	2020-01-13 10:56
Notice of Exam	Pamela Mcquaid +1	2020-04-30 12:37
Witness List	pammymcquaid+johndoe@gmail.com	2020-03-05 08:33

Shared/Uploaded sort by date:

Document Name	Shared By/With	Shared / Uploaded
ACL Sample file for Pam	Dant LLP	2019-10-30 11:33
Statement of Defence	Jane Doe +2	2020-01-13 10:56
Witness List	pammymcquaid+johndoe@gmail.com	2020-03-05 08:33
Motion to Dismiss	thomas.smith@fakemail.com	2020-03-05 08:34

