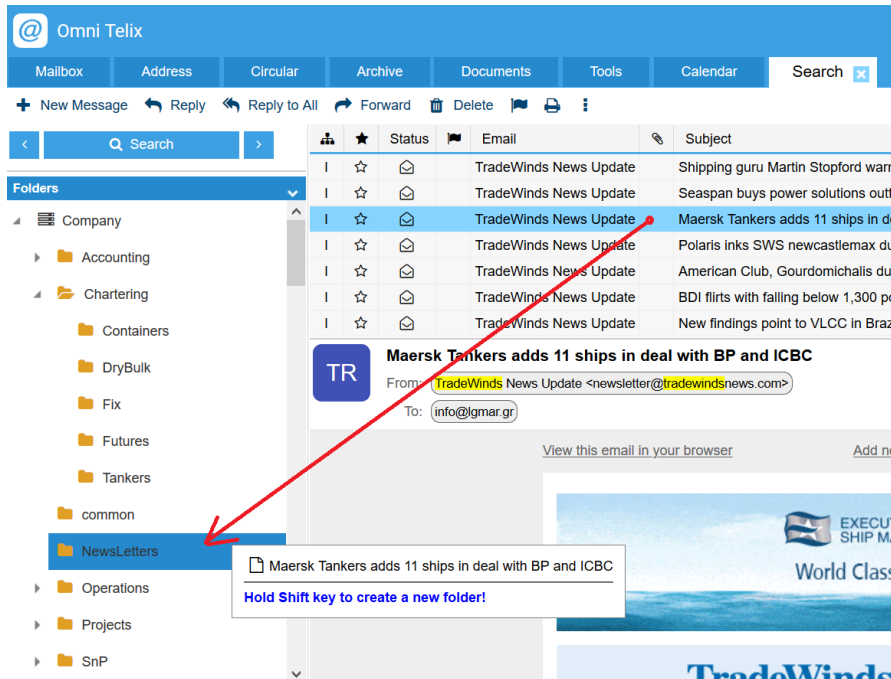# OMNi Telix
Drag to Folder via Search Tab

One more great usability enhancement requested by Telix users: You may file messages to any folder right away from the Search Tab.

After selecting one or more messages, drag and drop these to your desired target folder.

Folders will auto open whenever you start dragging a message for greater convenience.

For keyboard lovers: Shortcut keys are available to open the folder tree either to **Company** (LC) or to **Personal** folders (LP).

To file into a new, non-existing folder, just hold the Shift key before landing to the target folder and you will be asked for the name of the new folder.

Telix users utilize both classify (i.e. Type, Vessel, Project, Tags) and folders to keep their messages organized.

Company folders are shared among all Telix users and Personal folders are private to each user. Smart rules are available to automate classification upon receiving or sending your messages. Telix rules allow to execute various tasks including classification and filing to assist users in organizing messages without too much effort.

LgMAR is a software company founded by a team of dedicated experts in computer science and maritime business, to develop highly specialized software in the area of telecommunications. LgMAR is recognized as a leading company in communications software with several hundreds of installations and thousands of satisfied users. Clients are based mainly in Greece, but also in a number of other world regions (Europe, North and South America, Far East, Middle East) mostly in the Shipping related section (Ship Owners, Ship Managers, Ship Brokers, Ship Agents, Operators, Banks, Insurance Brokers, Manning Agents, Transport Companies, etc.)

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