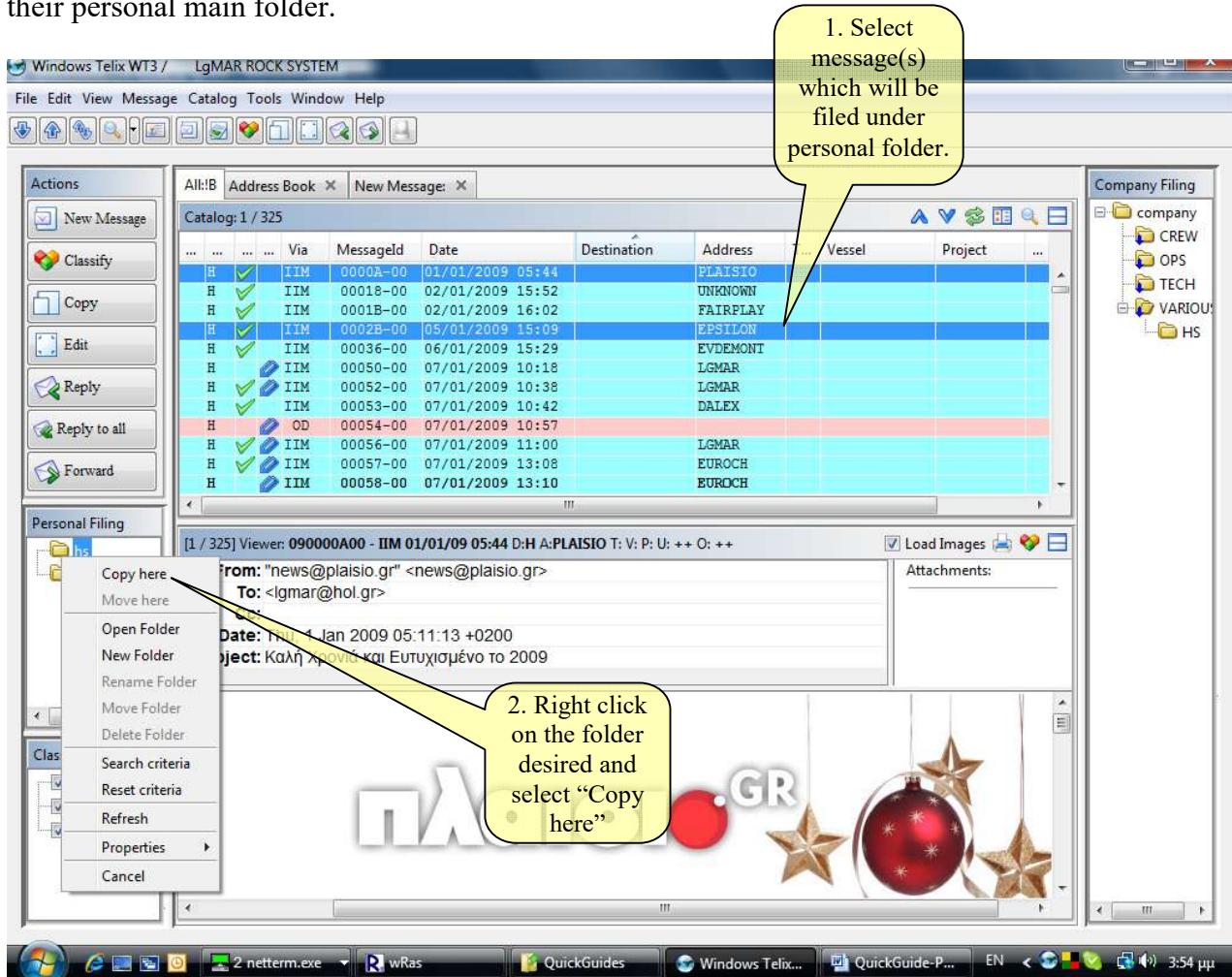


How to classify in a personal folder (Personal Filing)

Any message can be classified in a personal folder. All users are able to create subfolders under their personal main folder.



The screenshot shows the LgMAR ROCK SYSTEM interface. The main window displays a catalog of messages with columns for status, type, message ID, date, destination, address, vessel, and project. A yellow callout bubble points to the 'PLAISIO' message, stating: "1. Select message(s) which will be filed under personal folder."

Below the catalog, the 'Personal Filing' section shows a folder named 'hs'. A right-click context menu is open over the 'hs' folder, with the 'Copy here' option highlighted. A yellow callout bubble points to this option, stating: "2. Right click on the folder desired and select 'Copy here'".

The message details for the selected message (090000A00 - IIM 01/01/09 05:44 D:H A:PLAISIO T: V: P: U: ++ O: ++) are shown below the catalog. The message is from "news@plaisio.gr" to "lgmar@hol.gr" and is dated 01 Jan 2009 05:11:13 +0200. The subject is "Καλή Χρονιά και Ευτυχισμένο το 2009".

Explanation:

1.	Select the message(s) which should be filed.
2.	Right click on the folder and select "Copy here" or "drag and drop". Keep in mind that folders are created by users.