



This document will explain:

How to view/edit a CardFile. CardFiles need to be edited from time to time to maintain current information.

Skill Steps:

1. Select the CardFiles tab from the Jim2 ribbon.



- 2. Click the Add CardFile icon in the ribbon.
- 3. Click View/Edit CardFile in the ribbon.
- 4. Enter the applicable Card Code, and click the Edit button.
- 5. Move to the required fields for amendment and make alterations.
- 6. Click Save or press Function Key F9 when complete.

Jim2 Accou	unts CardFiles	Dashboard	Documents	eBusiness	Email	Items	Jobs	Manag	ement
Add CardFile CardFile	t Create CardFile List +	Time Qu Sheets C	ick Add ardFile CardFile	rrge CardFiles assign Users yment +	Related Email	Rep Rep For Actions	ply ply All ward	Preview	I Print
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eBusiness		Su	iburb	Please enter	the Card Cod	de you wis	h to view	v or edit	
Email		Cou	State	Card Code	ADV.KNOW	v			
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Management Projects		Br	anch 🛛 🖻	View	R	<u>E</u> dit		🙁 Ca	ancel

For further information please go to Jim2 online Help file at http://jim2help.happen.biz/index.html and search CardFile.

