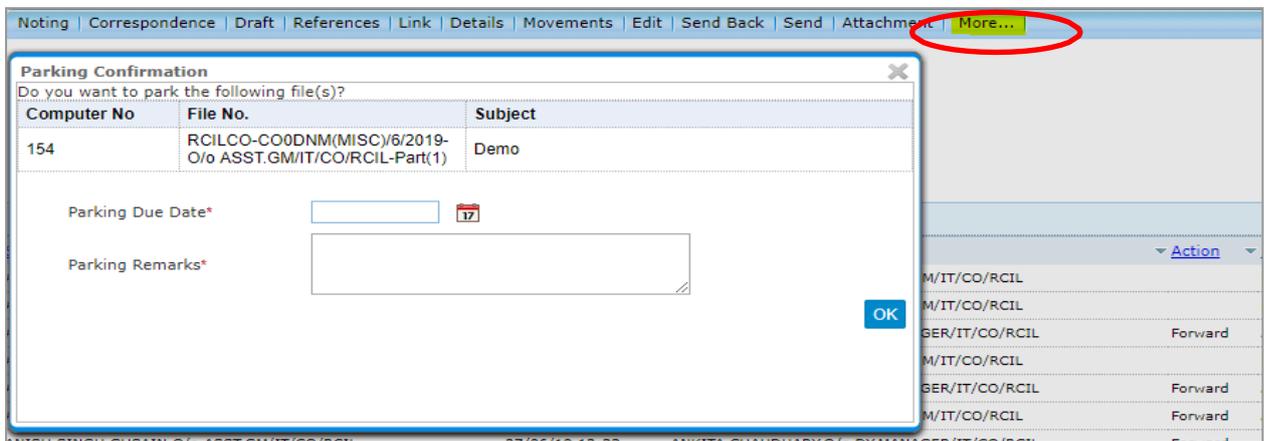


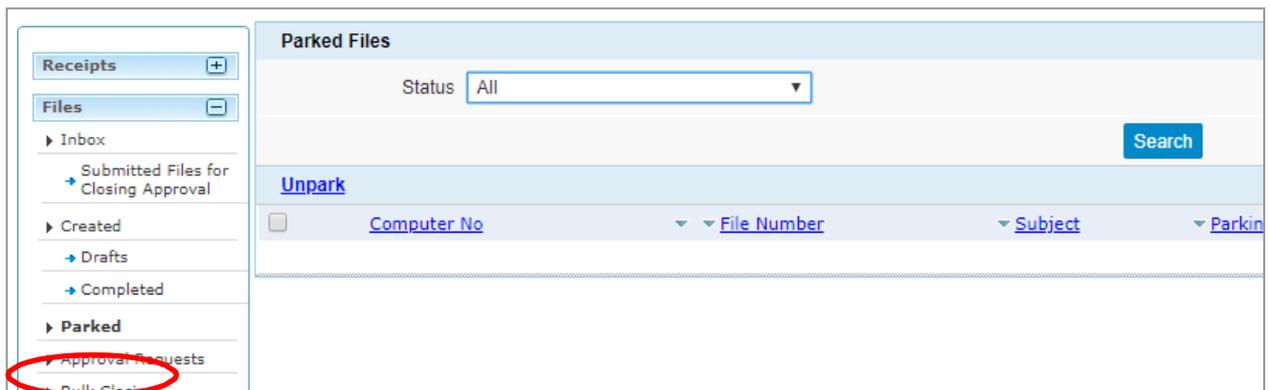
How to Park and Unpark a File

We can park the files, which are present in our inbox.

It contains the list of Files that are temporarily closed and work will be done late on. Pendency of File will be removed if any File is parked. Select the File by checking on the Check box in the Inbox files, Click on the “**More**” tab and select “**Park File Option**”. It will ask for the **Parking Due Date** (Until What time the work is expected to be done on the File), Parking remarks are to be filled up and Click on the Ok button.



The Parked files will be available under the “**Parked**” option in the “**Files**” Menu. Parked files can be made active at any point of the time.



Select the Check box on the file to “**Unpark**” and Click on the “Unpark” option and write the unpark remarks in the unpark confirmation box and will be sent toFiles inbox.

