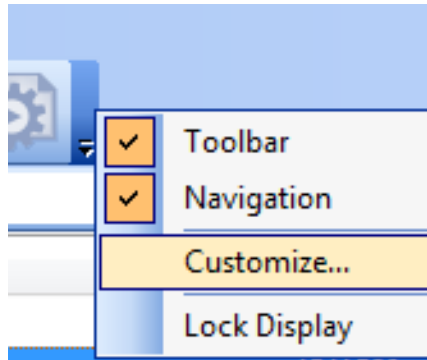


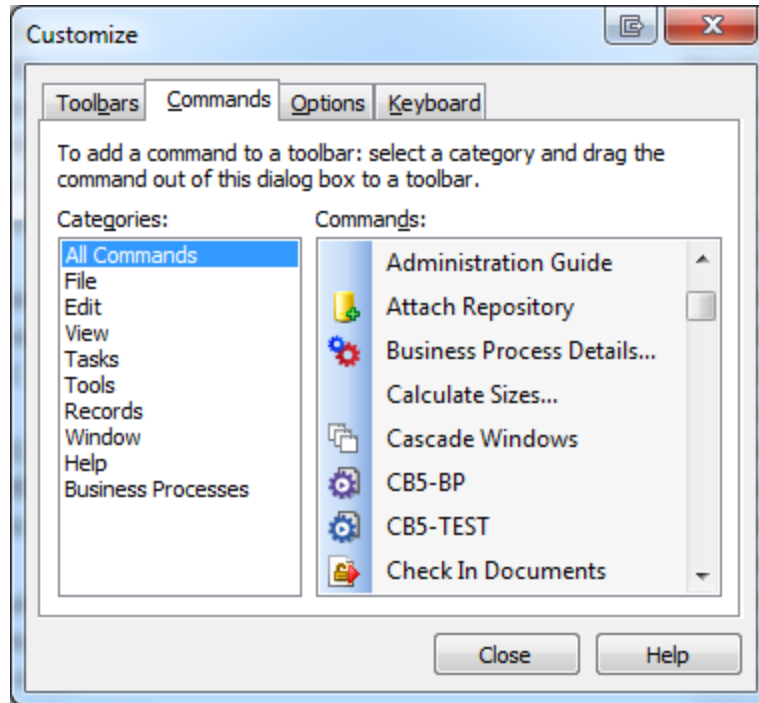
Adding Command Icons to the Toolbar

The Toolbar below the menu bar on the Laserfiche client can be modified to include icons for frequently used commands. Some of the command icons included by default are search, print, scan, generate text, view metadata, and help contents. Users have the option of adding additional command icons for tasks they frequently use. Adding Business Process icons can be very useful for those running business processes – such as the DCR, or CB-5 Business Processes. This guide will show you how to add the command icons.

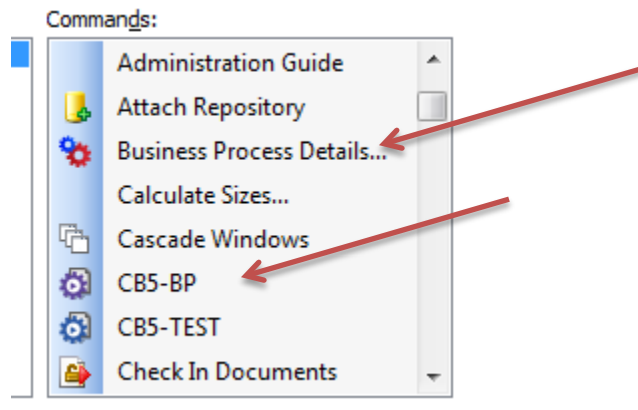
1. In the area to the right of the toolbar, right click your mouse and select "Customize."



2. On the customize screen, select the "Commands" tab. And scroll down to the command icon you want to add to the toolbar.



3. For Business Processes, we recommend you select the Business Process Details and the CB5-BP icons. The CB5-BP will give you the ability to start the CB5 Business Process with one click, and the Business Process Details will allow you to see if the process is running.



4. To add to the toolbar, select the command icon and drag it to the toolbar.