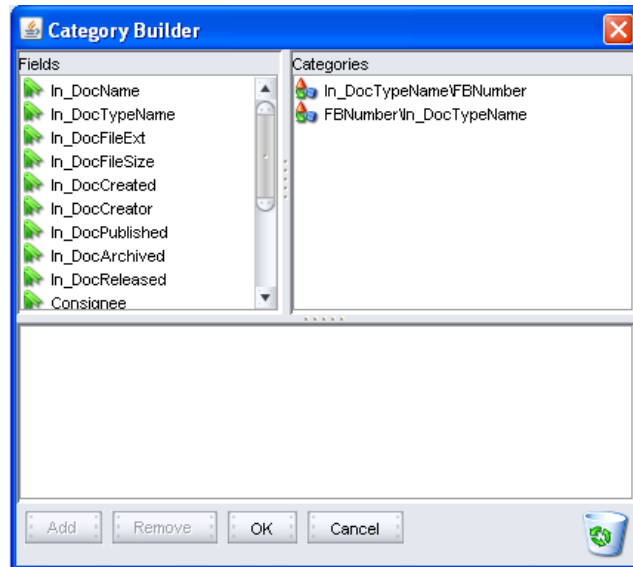


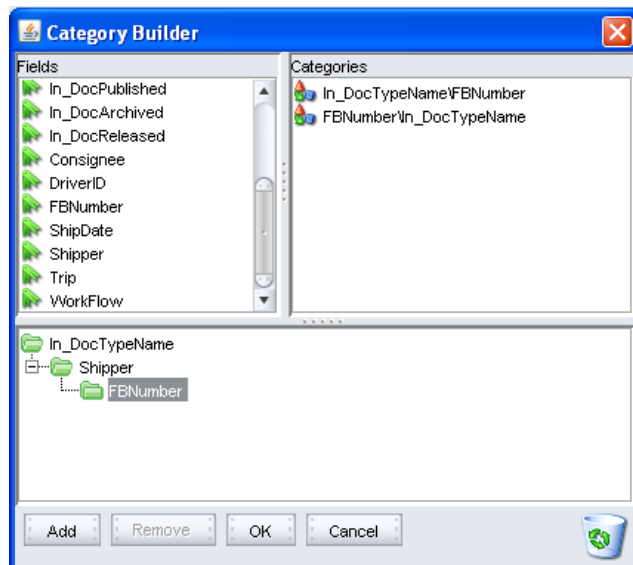
Category Builder enables you to create different displays for the lists of documents that you are searching. It is similar to Exploring folders in MS Windows.

1. Category Builder can be used from the Windows Client, the Web Client and the Synergize EMC. In the clients, click Tools -> Category Builder or click on the icon in the menu bar. The Category Builder screen will then appear. See Figure A.



**Figure A**

2. In the top left section is a list of the fields that can be used. To the right of that are the previously built categories, and on the bottom is where you build. Choose a field and drag it down, it will be the highest level of document sorting. In\_DocTypeName, Shipper, FBNumber would give you the sorting power of BOL's by Shipper by Freight Bills. See Figure B.



**Figure B**

3. Clicking the OK button creates the new category and closes the window. You can click on the highest node and drag it up to the Categories location to save it and continue building other categories.

4. In the Tree view tab, select the category created and click the green folder next to the repository name. See Figure C.

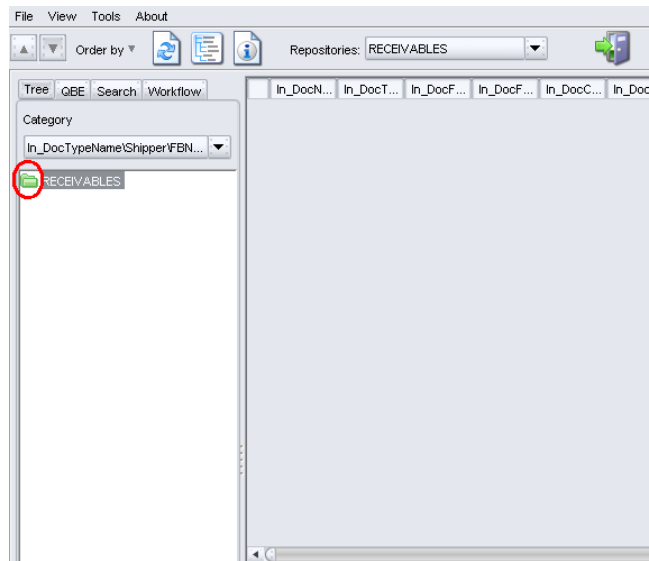


Figure C

5. Clicking on any of the further plus signs takes you through the folders down to the document level. See Figure D.

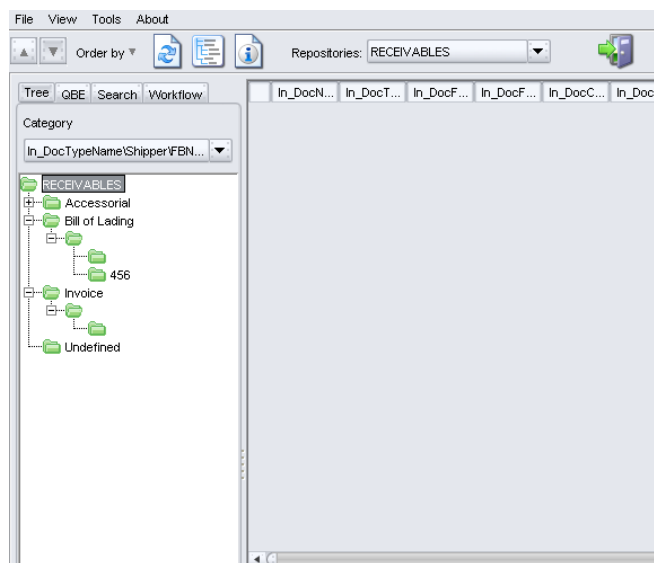


Figure D