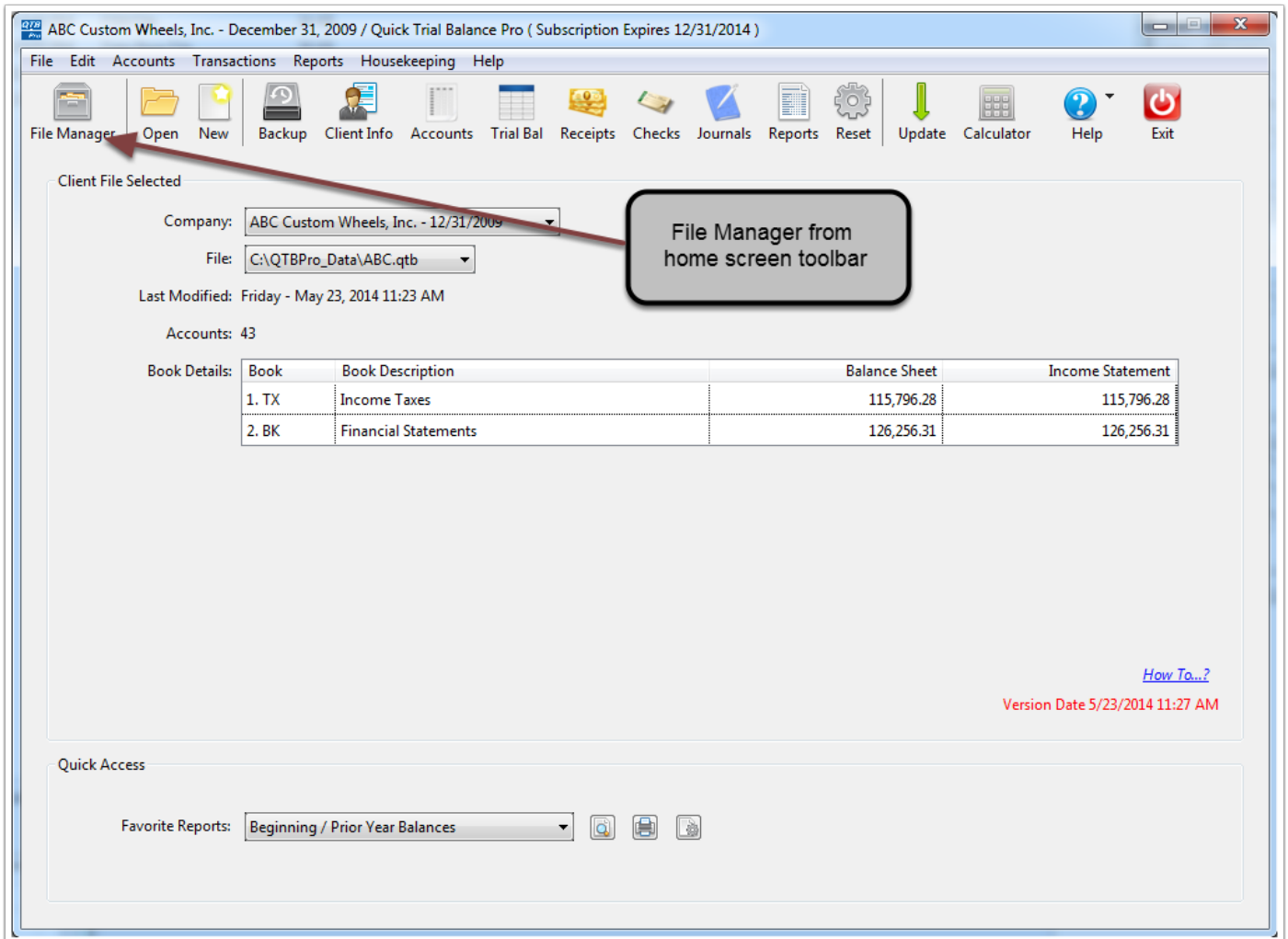# Quick Trial Balance Pro - File Manager Overview

File Manager

The File Manager in Quick Trial Balance Pro can be accessed from the home screen toolbar or off the File menu.

File Manager

The File Manager, as you see here, lists all Quick Trial Balance Pro client files that are located in your default data folder and any files that might have been manually added to the list.

From this list you can select a file by double-clicking on it (or highlight the file and then click the "Open" button on the toolbar). Files can be added or removed from the list by using the "Add" and "Remove" buttons.

When the "Folders" button is clicked from the File Manager you can designate folders that you would like to have watched. As users create new Quick Trial Balance Pro client files in the "watched" folders, the new files will be added to your File Manager.

The "Refresh" button will update the File Manager to reflect any files that have been added or removed from the default location.