File Manager

The File Manager in Asset Keeper Pro can be accessed from the home screen toolbar or off the File menu.

🚟 ABC Computer Consul	ultants, LLC - December 31, 2013 / Asset Keeper Pro (Subscription Expires 12/31/2014)							
File Edit Assets Cale	Iculate Reports Housekeeping Help							
File Manager Open	Image: New Image: Client Info Image: Client Inf							
Client File Selected								
Company:	ABC Computer Consultants, LLC - 12/31/2015							
File:	C:\AKPRO_Data\ABC.akp							
Last Modified:	Wednesday - May 14, 2014 9:48 AM							
Assets:	14							
Method Details:	Method Convention Sec 179 Exp Limit Sec 179 Acq Limit							
	FEDERAL Std Conventions Applied 500,000.00 2,000,000.00 ALT MIN TAX Std Conventions Applied 500,000.00 2,000,000.00 ACE Std Conventions Applied 500,000.00 2,000,000.00 BOOK Std Conventions Applied 500,000.00 2,000,000.00 STATE (IA) Std Conventions Applied 500,000.00 2,000,000.00							
Summary Reports:	<u>View Asset Summary</u>							
	<u>View Section 179 Summary</u>							
	View Mid-Quarter Summary							
	<u>View Bonus Summary</u>							
	How To?							
	Version Date 5/13/2014 3:23 PM							
Quick Access								
Quick Search:	Cost FEDERAL FEDERAL Cost General General Cost Cost Cost							
Favorite Reports:	Asset Depreciation Report							

File Manager

The File Manager, as you see here, lists all Asset Keeper 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 Asset Keeper 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.

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File Edit	Help										
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