

# Folder type

## What it does:

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Allows you to define the different types of files or folders used in your county, such as Legal File, Probation File, Social File, Clerk's File, etc. The system then allows you to track the location of those files.

## Adding the table entry

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Menu | Tables | Generic Validation Tables |

**Folder Type  
Entry details**

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Code: LF

Short description:\*

Long description:\*

Active:\*  Yes  No

Notes:

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- **Code** – Choose a code. It can be 1-4 characters.
- **Short description** – The short description can be up to 15 characters
- **Long description** – The long description is what the users see, it can be up to 50 characters long.

Click the **Update** button to save your work.

- Folder locations	Top
Legal File - 12/3/2018 10:22:19 AM thru 12/10/2018 2:31:18 PM - Tammytha	
Legal File - 11/21/2018 9:35 AM thru 11/29/2018 11:37:32 AM - Court	
Legal File - 9/13/2018 11:10:34 AM thru 9/21/2018 11:22:10 AM - Court	