Creating a Folder or Type - Service Provider

- 1. Log in as an Admin to FaxAgent
- 2. Go to the Admin tab
- 3. Dropdown should say the name of the Company/Tenant that the User belongs to
- 4. Select "Manage Users" from the list
- 5. Double click on the User for whom you'd like to create a filter

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- 6. This will take you to the Settings page for this particular users
- 7. From the Settings page select the Filters tab
- 8. Under the preferred filter select the Type or Folder you want to create a sub filter for
- 9. Place your curser in the "Add a new..." box



- 10. Title your filter and select the "+" plus sign
- 11. Hit the "Save" button
- 12. Your filter has now been added