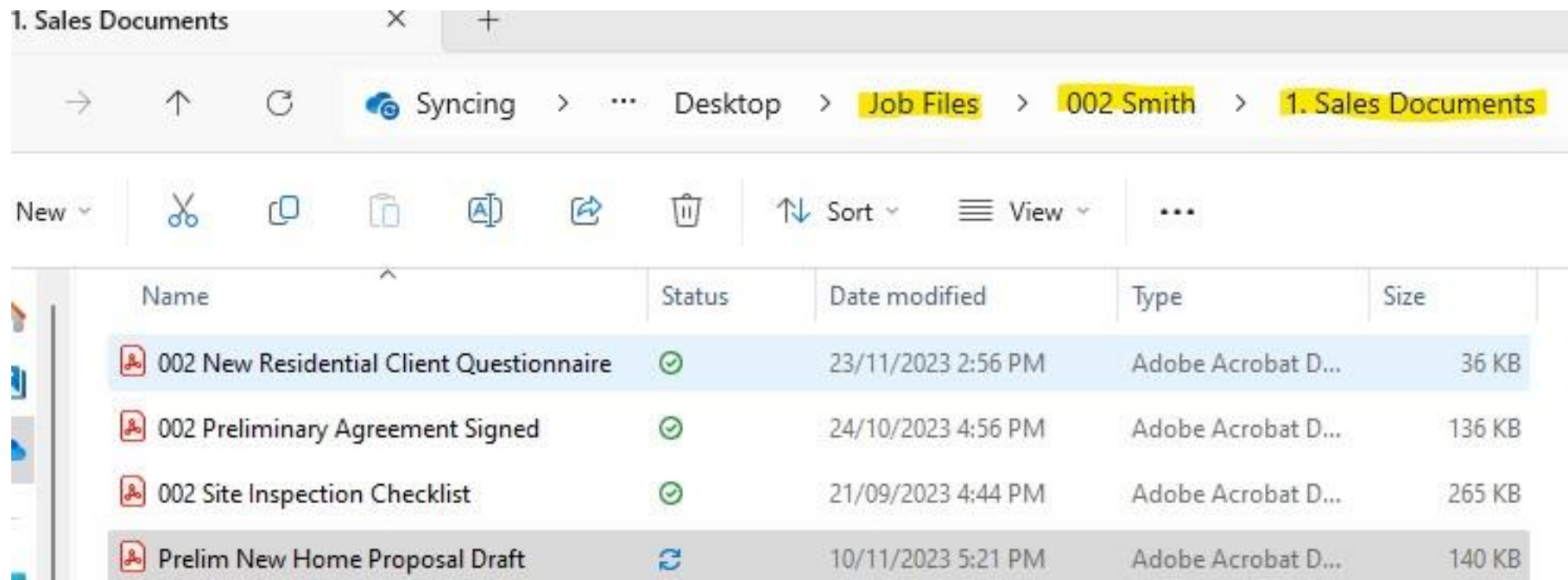


# File Name Examples



The screenshot shows a Windows File Explorer window titled "1. Sales Documents". The address bar indicates the path: Syncing > Desktop > Job Files > 002 Smith > 1. Sales Documents. The toolbar includes options for "New", "Cut", "Copy", "Paste", "Share", "Delete", "Sort", "View", and a menu icon. The main area displays a table of files with columns for Name, Status, Date modified, Type, and Size.

Name	Status	Date modified	Type	Size
002 New Residential Client Questionnaire	✓	23/11/2023 2:56 PM	Adobe Acrobat D...	36 KB
002 Preliminary Agreement Signed	✓	24/10/2023 4:56 PM	Adobe Acrobat D...	136 KB
002 Site Inspection Checklist	✓	21/09/2023 4:44 PM	Adobe Acrobat D...	265 KB
Prelim New Home Proposal Draft	↻	10/11/2023 5:21 PM	Adobe Acrobat D...	140 KB