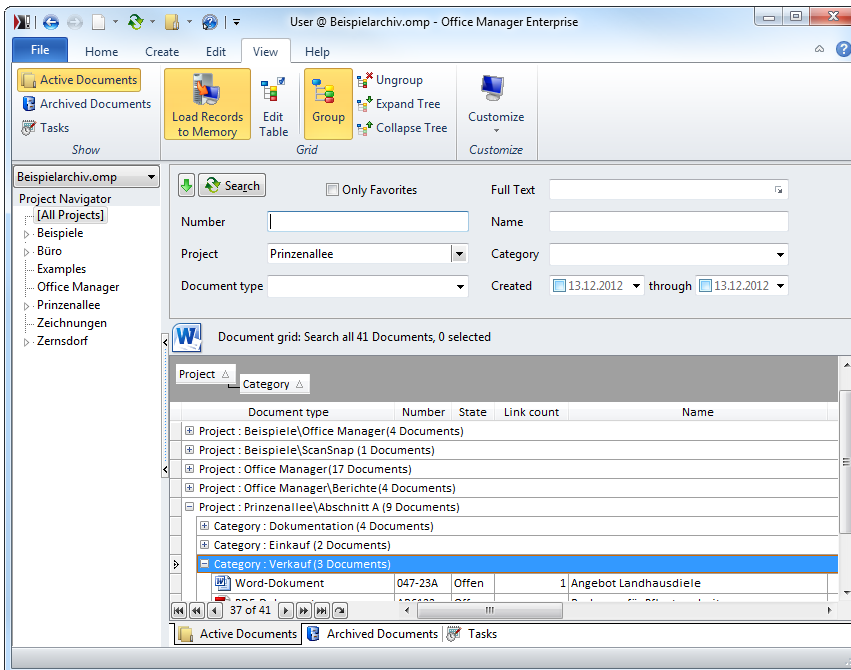# Drag & Drop

OFFICEMANAGER
Dokumentenmanagementsystem

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Group documents

The document table can be displayed as a clearly arranged tree diagram. For this, choose the command **Group** in the menu **View**. An empty grey space is shown above the table. If you place a table header there via Drag&Drop, the documents will be sorted according to their column.

Example: Click on the table header **Project** with the left mouse button, keep the mouse button pressed and move the cursor into the dark grey grouping area. Release the mouse button. The documents are now grouped by projects.

*Alternatively you can click the table header **Project** with the right mouse button and choose **Group by this Field** in the context menu.*
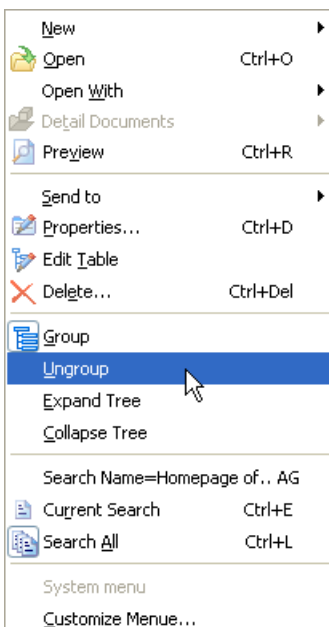
When the documents are grouped the context menu (right mouse-click) will contain three more commands:

Ungroup: Grouping will be undone.

Expand Tree: Opens all tree nodes in table.

Collapse Tree: Closes all nodes.

Grouping can be interleaved the way you like it. Simply move more table headers in the grouping area.

Change attributes via Drag&Drop

You have the option to change document attributes within a grouped table via Drag&Drop. For this, select one or more document records, keep the left mouse button pressed and move the documents onto another tree node:

You can also place files from Windows Explorer and other applications in the grouped table, in order to import them. This works also for e-mails from the mail client and documents from other Office Manager instances. The documents automatically obtain the attributes according to which the table is grouped:
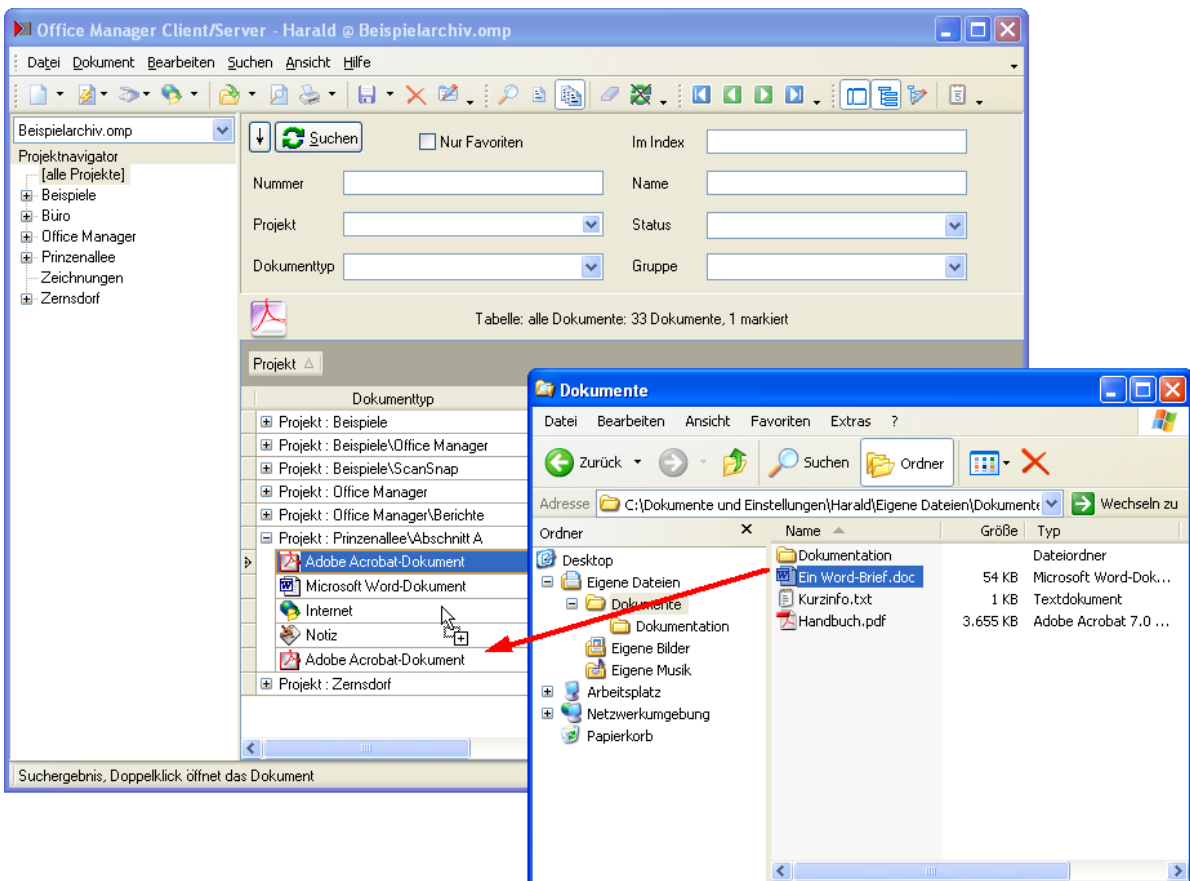
Of course, you can also copy documents from the Office Manager into the Explorer and other applications using Drag&Drop.