



15 June 2016

To: Users of The Broker's Workstation and/or The Underwriter's Workstation

Dear Valued Client:

Re: The Broker's Workstation and The Underwriter's Workstation – Important Releases and Changes

Custom Software Solutions Inc. (CSSI) is pleased to announce the release of the following enhancements and newest features to **The Broker's Workstation (TBW)** and **The Underwriter's Workstation (TUW)**:

Contents

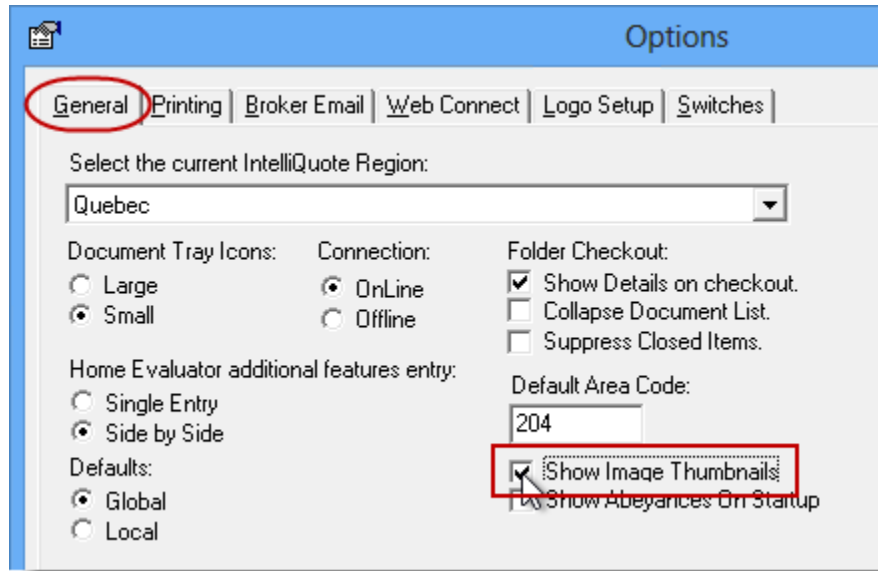
1. [Preview Pane on Documents Tab in Folder Details](#) – Click an email message, PDF document, or image to preview the item in the Preview Pane on the Documents tab in Folder Details.

1. Preview Pane on Documents Tab in Folder Details

The new Preview Pane on the Documents tab in Folder Details allows the TBW/TUW user to preview an email message, image, or PDF document without having to check the item out of the File Cabinet. Now, the user need only click an email message, image, or PDF document in the Documents list to view the item in detail in the Preview Pane.

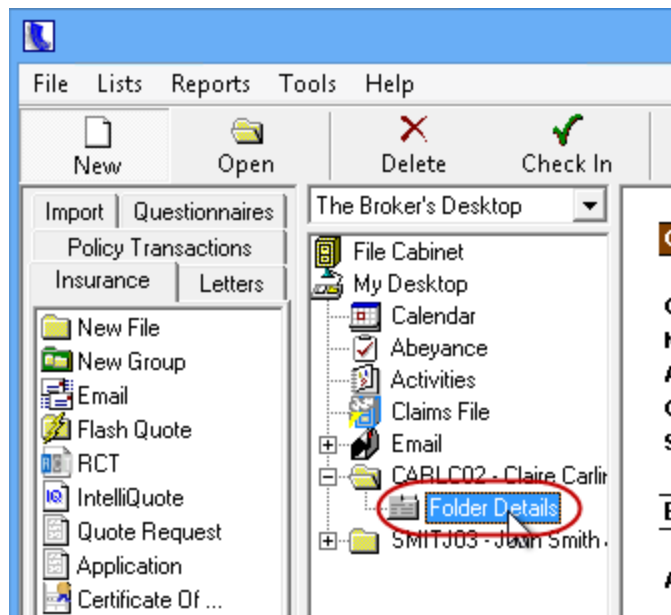
To use the Preview Pane, first ensure that the "Show Image Thumbnails" option is selected in TBW/TUW. Click **Tools, Options**, and, on the **General** tab in the **Options** dialog, confirm that the **Show Image Thumbnails** checkbox is selected (see Figure 1.1). Click **OK**.

(Figure 1.1)



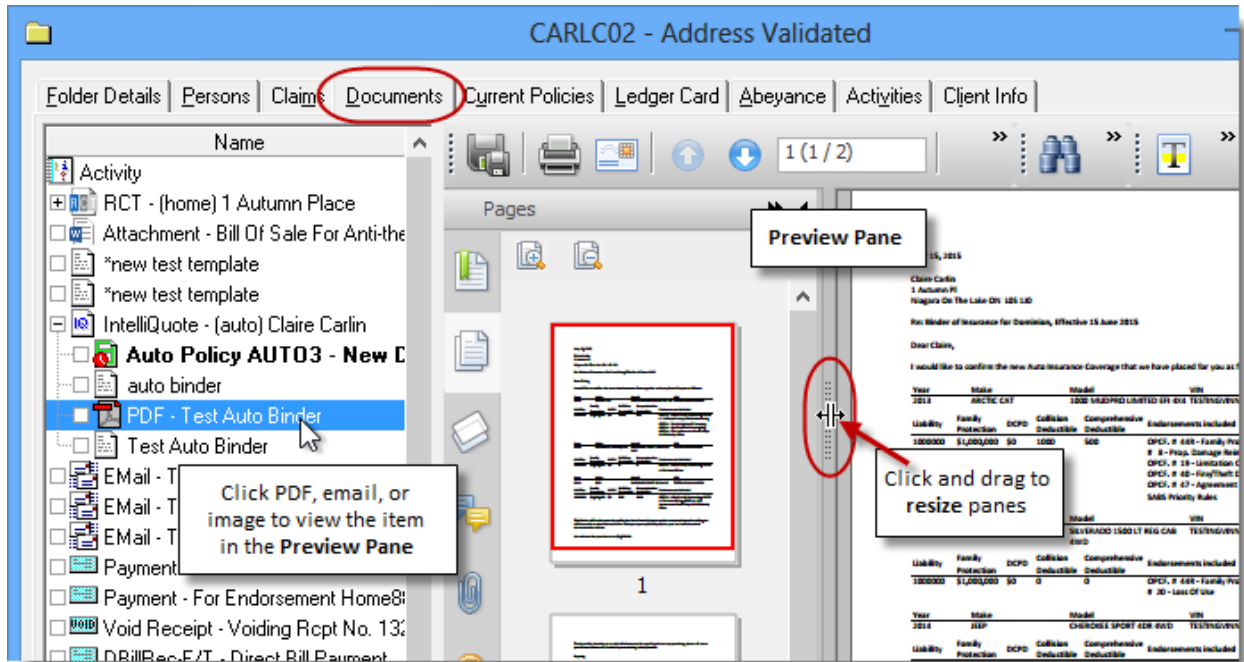
Now, double-click the client's **Folder Details** in the **Desktop Tree** (see Figure 1.2).

(Figure 1.2)



On the **Documents** tab in Folder Details, single-click the target email message, PDF document, or image. The item will display in the **Preview Pane** that opens in the right side of the window (see Figure 1.3).

(Figure 1.3)

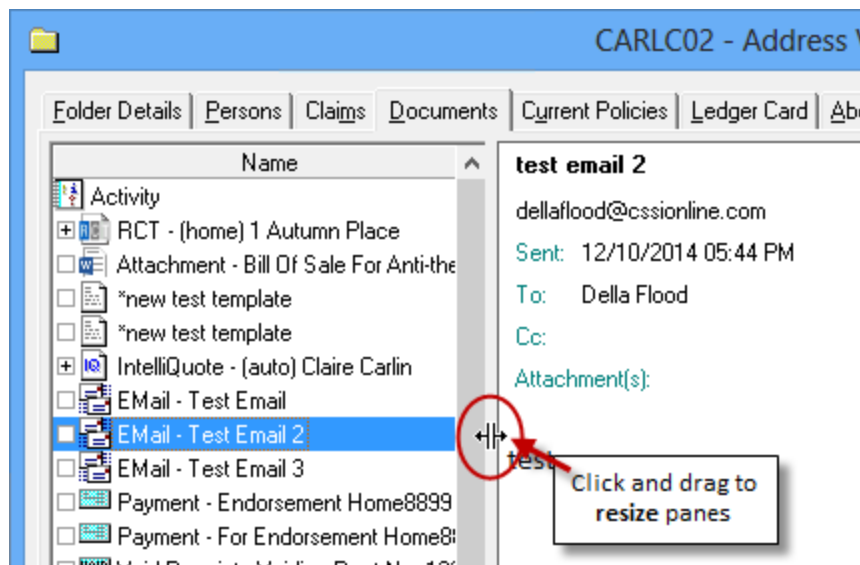


The Preview Pane will close when another document type is selected.

Please note the following about the Preview Pane on the Documents tab in Folder Details:

- Only email messages, PDF documents, and images can be viewed in the Preview Pane.
- Items can viewed but not modified in the Preview Pane.
- The Preview Pane can be resized, as necessary (see Figure 1.4). Once the pane has been resized, it will remain that size until adjusted by the user.

(Figure 1.4)



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Please share this information with the appropriate TBW and TUW users in your office(s). Once you have reviewed this document, if you have any questions regarding these features or need further assistance in their usage, please contact our Client Services Team at clientservices@cssionline.com (email) or 1-888-291-3588 (toll-free telephone).

Thank you for using The Broker's Workstation and The Underwriter's Workstation.

Yours sincerely,

Custom Software Solutions Inc.



Microsoft Partner

Gold Independent Software Vendor (ISV)

To unsubscribe from our email notifications and updates, please contact us at info@cssionline.com or reply to this email.