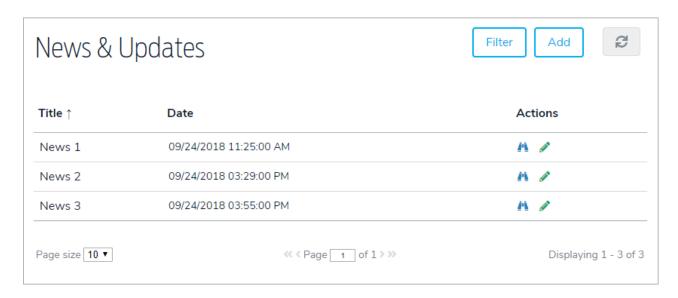
View, Filter & Sort News & Updates

To view an existing News & Updates record, click the News icon in the navigation bar, then click the icon the Actions column. To edit the record, click the icon.



To filter the records by folder, click Filter, then select a folder.

To sort the records, click the column headers.

