



Start Stop Folder Mole Users Manual

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Congratulations on purchasing Folder Mole! This system will alleviate that burning question, “Do I have new work to do?” With Folder Mole, you will receive an automatic pop-up notifying you when new work is available. Folder Mole will work with any specified folder on your computer, or on a shared network drive. When the pop-up arrives, you can either click on a link to automatically connect to your Start Stop System, or close it out and work on the new jobs later. The installation is simple, and the program is super easy to use. And as always, if you have questions, just call or email us! Toll free (866) 254-0714 or techsupport@startstop.com.

Usage Instructions:

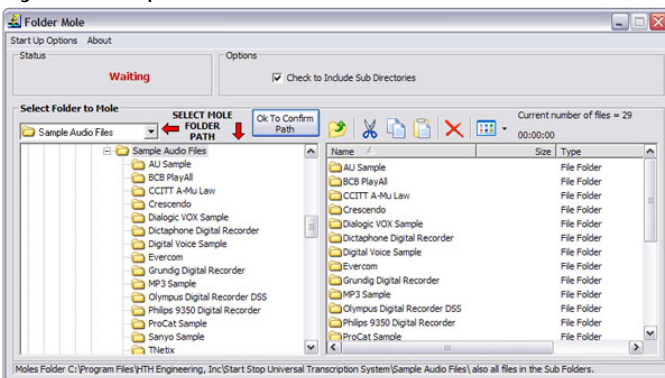
Once you have completed the installation of Folder Mole, there will be an icon on your desktop for it. You can either set the software to automatically launch when your computer is turned on, or you can turn it on manually each time. **To set for automatic launch**, click on **Start Up Options** from the main screen, then **Add to Startup**.

From the main screen, you can see on the left hand side all of the folders on your computer, as well as any shared/network drives you have. You want to select the folder that you want Folder Mole to monitor for new jobs. Use the + button next to the folder name to expand a folder to see additional folders. (for example - if your 'My Dictations' folder is within your 'My Documents' folder, then expand 'My Documents' to view it.)

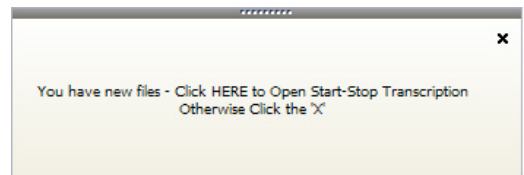
Once the desired folder is selected, click on the **Ok To Confirm Path** button near the top of the screen. It will then bring that folder and it's contents to the right hand side of the screen. Once new jobs are placed into that folder, you will receive a popup notifying you of them.

To change the folder, simply select a new folder, and hit **Ok to Confirm Path** button again. If you want to have two or more folders monitored at the same time use the **Click to Include Sub Directories** option. This will monitor all folders inside the one you have selected to have monitored.

To **disable Folder Mole**, right click on the lighting bolt icon on the lower right hand corner of your computer screen, then select Exit.



Folder Mole Main Screen



Popup Notification Box

For any questions or assistance with your Folder Mole software, please call us at (866) 254-0714, or email us at techsupport@startstop.com. We appreciate your business!

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