



# YellowFolder

Education's Online File Cabinet

## How to: Install the Droplet/Virtual Printer Application

# Step 1: Login to YellowFolder



**Let's Get Started**

Login with your YellowFolder username and password to begin uploading documents.



**Sign In**

Username

Password

Remember me

[Need help signing in?](#)



# Step 2: Click “Download”



**YellowFolder**  
Education's Online Filing Cabinet

Scan & Upload Download Resources Logout ?

support: (844) YELLOW-9  
(844) 935-5699  
support@yellowfolder.com

Hi Candice Earnest (cearnest.dms@yellowfolder.com)

Welcome, Candice Earnest

Your Access : Archive Admin, Box Level [Show](#)

Order By  
 Campus  Name

SR [Hide](#)

- + Active
- + Archive
- Box Level

SPED [Show](#)

HR [Show](#)

12 Uploads In Process

2 Uploads Needing Information

6 Uploads Needing Verification

1997 Batches in Complete Status

Bookmarks [Show](#)

You have not bookmarked any document yet.

Recent Downloads [Show](#)

- BOY Testing - Cantrell, Pablo - 222001289.pdf
- Dental.pdf

Saved Searches

- B. Greene [Show](#) [Delete](#)
- Chase Cannon 4.27.23 [Show](#) [Delete](#)
- Johnny Doe [Show](#) [Delete](#)
- Danielle P. [Show](#) [Delete](#)

Checked Out Documents [Show](#)

- BENEFITS AND BENEFICIARY DESIGNATION...

# Step 3: Click Lock



Our tool have been updated. Please click here to download the latest version.

### YellowFolder Tools (64 bit) i



Latest Version: 5.1.0  
Your Version: 5.1.0 i

**Requirements**

- Operating System: Windows 7 or Higher
- Processor: Intel Core i3 Processor or higher
- RAM: 4 GB
- HDD: 10 GB of free space

\*Suggested minimum requirements are estimates only. Uploading or printing large volume of files in single session will require increased RAM and hard drive space.

Download: Dental.pdf

Support: (844) YELLOW-9 (844) 935-5699 support@yellowfolder.com

Search Advanced Search

Saved Searches

- B. Greene
- Chase Cannon 4.27.23
- Johnny Doe
- Danielle P.

Checked Out Documents

BENEFITS AND BENEFICIAR...

DESIGNATION... Davidson, Kyle...

# Step 4: Click Installer-Follow Prompts\*



The screenshot shows the YellowFolder dashboard at <https://dms.yellowfolder.com/Dashboard>. A notification banner at the top states: "Our tool have been updated. Please click here to download the latest version." Below this, a modal window titled "YellowFolder Tools (64 bit)" displays the following information:

- Latest Version : 5.1.0
- Your Version : 5.1.0
- Requirements**
  - Operating System : Windows 7 or Higher
  - Processor : Intel Core 2 Duo Processor or higher
  - RAM : 4 GB
  - HDD : 10 GB of free space

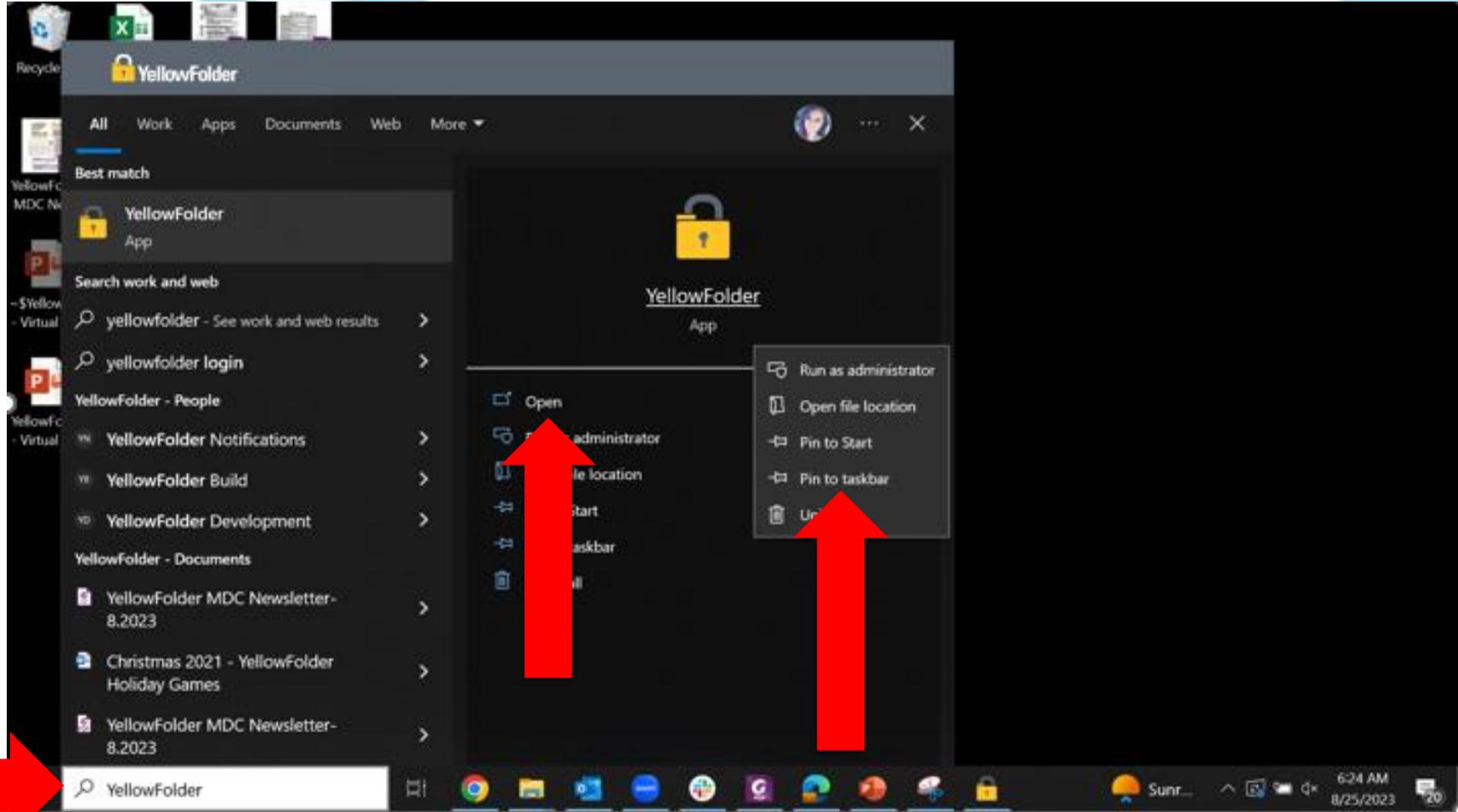
A note at the bottom of the modal reads: "\*Suggested minimum requirements are estimates only. Uploading or printing large volume of files in single session will require increased RAM and hard drive space." A red arrow points from the "Downloads" menu in the browser to the "YellowFolder-5.1.0-x64 (53).exe" file in the download list.

***\*If directions prompt you to enter a username/password, please contact your DISTRICT technology team for credentials (not YellowFolder).***

# Step 5: Locate/Launch/Pin the Application YellowFolder

5a. Type YellowFolder in your device search bar to locate the application and open/launch.

5b. It is recommended that you pin the application to your taskbar for easy access.



# Step 6: Login to the Application\*



YellowFolder  
File View Help

Let's Get Started

Login with your YellowFolder username and password to begin uploading documents.

Email Address

Required

Password

Remember me [Forgot Password](#)

Submit

***\*Your upload application username and password are the same as your YellowFolder cloud-based account credentials.***

# Step 7: Upload Records\*



\*For more information on how to upload records using either the Virtual Printer or the Droplet:

1. Contact your PNE to receive 1-1 training on any of the system features.
2. Click [here](#) to sign up for a live weekly session on a specific topic that will be individualize for you and scheduled at your convenience.
3. Click [here](#) to sign in and access training PowerPoints, videos, courses, etc. in our Resources section.

YellowFolder

File View Help

Logout

### Droplet

- Student Records
- Special Education Records
- Employee Records
- Administrative Records

### Virtual Printer

Recently Printed Documents

### YellowFolder

Search Records in Browser

View Weekly Training Sessions

### My Activity

Day	Activity Level
1	7
2	18
3	12
4	0
5	0
6	0
7	0
8	14
9	10
10	14
11	0
12	0
13	0
14	12
15	15
16	0
17	28
18	12
19	0
20	0
21	8
22	8
23	0
24	0
25	0

### Notifications

**Troubleshooting Guide**

You can access the updated troubleshooting guide, once you log into our website, through Resources -> Training -> Troubleshooting under Overview

# Step 8 (if needed): Restoring the Application\*



**\*If you close or “x” out of the application throughout the day, you will need to “Restore” the application from your hidden icons section in order to launch it again.**

To do this:

1. Click the “^” icon in the bottom-right corner of your device (next to the date/time).
2. Locate the YellowFolder lock.
3. Right-click, choose “Restore.”

