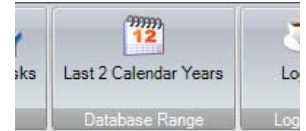


## DOCUMENT MANAGEMENT FUNCTIONS

### Database Range

As your File Stream data grows, searches can be made faster by selecting a suitable date range within the database. This option is accessed by clicking on the Database Range icon on the Standard toolbar:



The pane shown on the right is then displayed. By using the options presented, select the most appropriate Range and click OK. In other words do not extend the range beyond that required.

Conversely, note that if you are not finding the documents that you expect, you might need to extend the range here as it overrides any dates you might enter into your search criteria.

You should not need to change your database range frequently.

Also note that by making sure that the “Include All Current Documents” option is ticked, then all documents that have been marked as “Current” will always get selected irrespective of when they were entered into the system.

