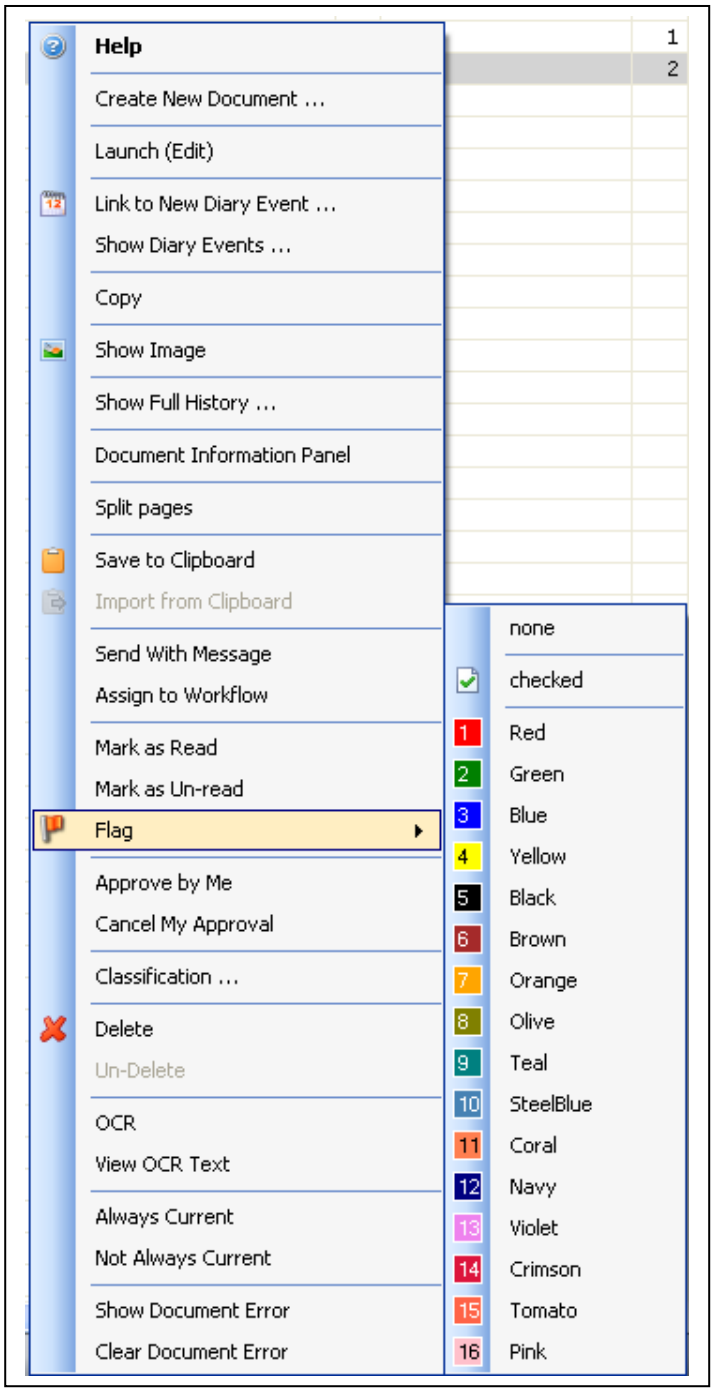
FLAGS IN FILE STREAM DOCUMENT MANAGEMENT

Any document in File Stream can be flagged to indicate its status. There are 16 coloured flags which are also numbered 1 to 16 and an additional flag called “checked” which has a tick on it. As an example, these flags can be used to indicate whether a document has been approved or not.

To add a flag, right click on any document and select Flag from the menu displayed.

This in turn displays a menu of all the flags. Clicking on one of them attaches it to the document or documents selected and this is then displayed in the Flag column in List View. The flag can just as easily be changed or removed, as required.