


## FILESTREAM DOCUMENT MANAGEMENT SAVED SEARCHES

If there are repetitive searches that you frequently carry out in File Stream which use the same search values, these can be saved. Note that at the

bottom of the Search panel there is a button:  Clicking on this will save the search settings and prompt you to give the search a name.

When you next need to use this search, click on the small arrow below the Search icon and select Saved Searches.

A list of previously saved searches will then be seen. These are available for all users and are therefore shared.

Select the Search required and click on the Search button. This will then take you to the correct cabinet and immediately carry out the search using the stored settings.

