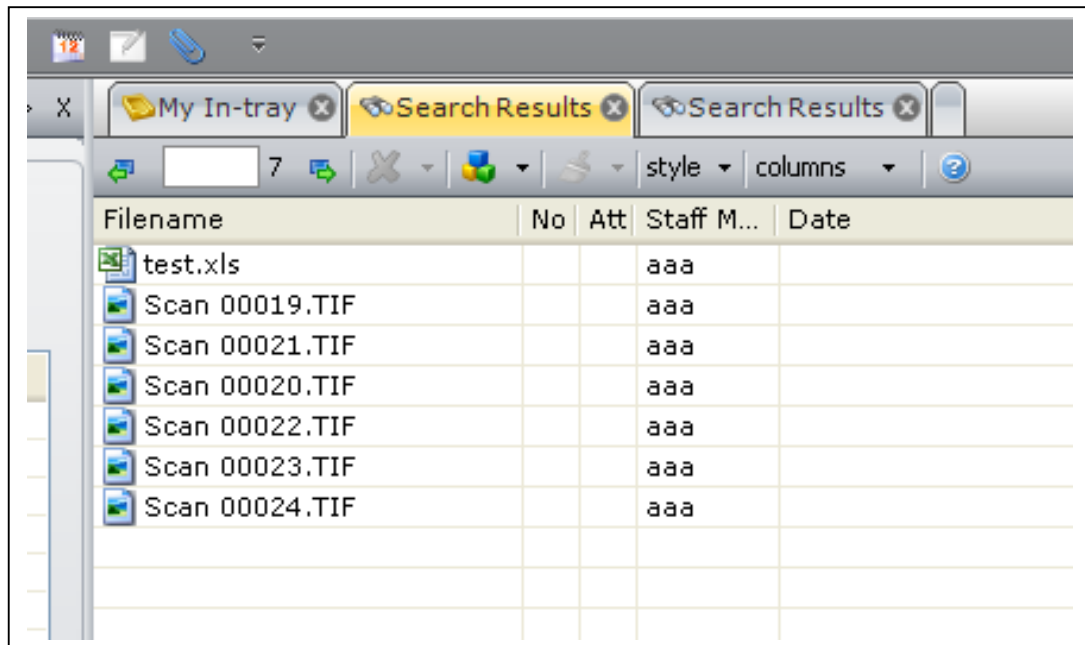


## FILESTREAM DOCUMENT MANAGEMENT SEARCH TABS

Later versions of File Stream include the use of multiple tabs. This means more than one window can be open at a time. For example this allows different searches and their results to be displayed simultaneously on separate tabs. Other tabs might be used to display your in-tray, your Workflow Tasks or documents linked to Diary events

The screen shot below illustrates the newer multiple tabs capability similar to worksheets in Excel:



You can activate the TABS in 2 ways:

- Select a 'New Tab' and then continue to use File Stream as normal, The system will focus on this new Tab window.
- Alternatively, when you are in an existing window by holding down the Ctrl key on your keyboard at the point of confirming your next action (to open or search for documents) they will automatically open in a new Tab / Window