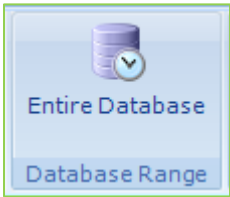


File Stream Database Range

www.filestreamsystems.co.uk



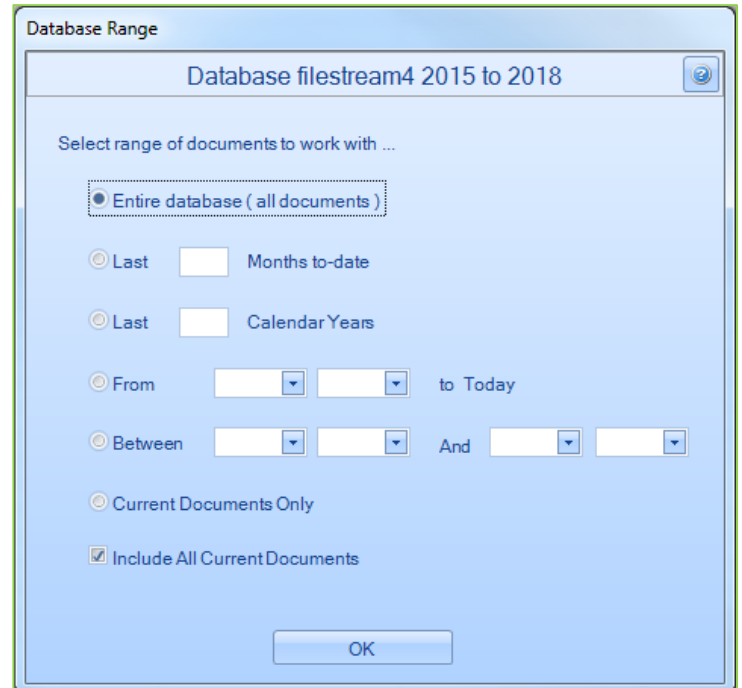
As your File Stream data grows, searches can be made faster by selecting a suitable date range within the database. This option is accessed by clicking on the Database Range icon on the Standard toolbar.

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.



The screenshot shows a dialog box titled 'Database Range' for 'Database filestream4 2015 to 2018'. The dialog prompts the user to 'Select range of documents to work with ...'. The options are:

- Entire database (all documents)
- Last [] Months to-date
- Last [] Calendar Years
- From [] [] to Today
- Between [] [] And [] []
- Current Documents Only
- Include All Current Documents

An 'OK' button is located at the bottom of the dialog.