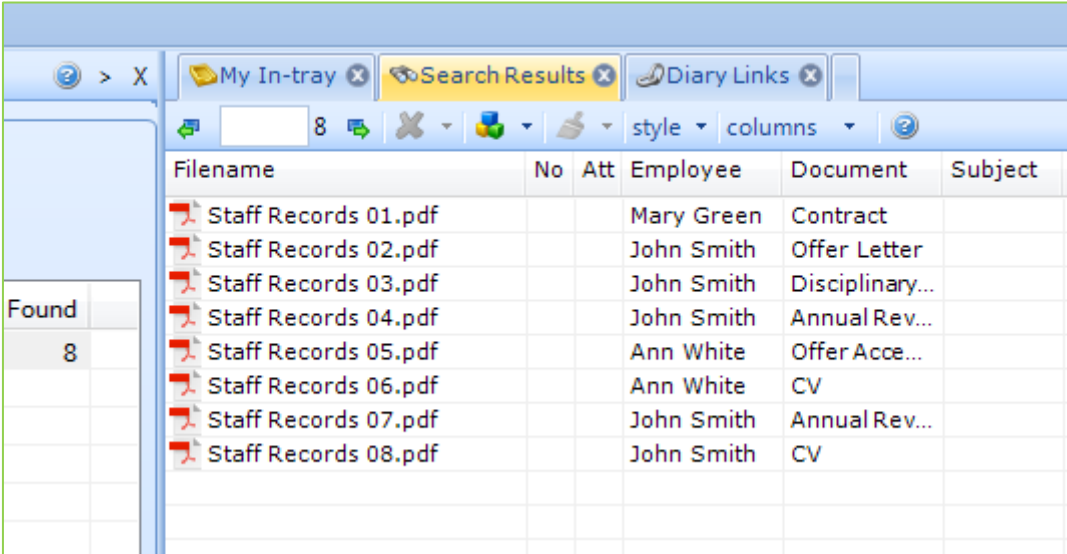


File Stream Search Tabs

www.filestreamsystems.co.uk

File Stream allows you to use multiple tabs. This means more than one window can be open at a time. 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 multiple tabs capability, similar to worksheets in Excel or many modern internet browsers.

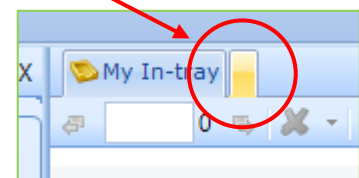


The screenshot shows the File Stream interface with three tabs: 'My In-tray', 'Search Results', and 'Diary Links'. The 'Search Results' tab is active, displaying a table of search results. A 'Found' box on the left shows the number '8'.

Filename	No	Att	Employee	Document	Subject
Staff Records 01.pdf			Mary Green	Contract	
Staff Records 02.pdf			John Smith	Offer Letter	
Staff Records 03.pdf			John Smith	Disciplinary...	
Staff Records 04.pdf			John Smith	Annual Rev...	
Staff Records 05.pdf			Ann White	Offer Acce...	
Staff Records 06.pdf			Ann White	CV	
Staff Records 07.pdf			John Smith	Annual Rev...	
Staff Records 08.pdf			John Smith	CV	

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.