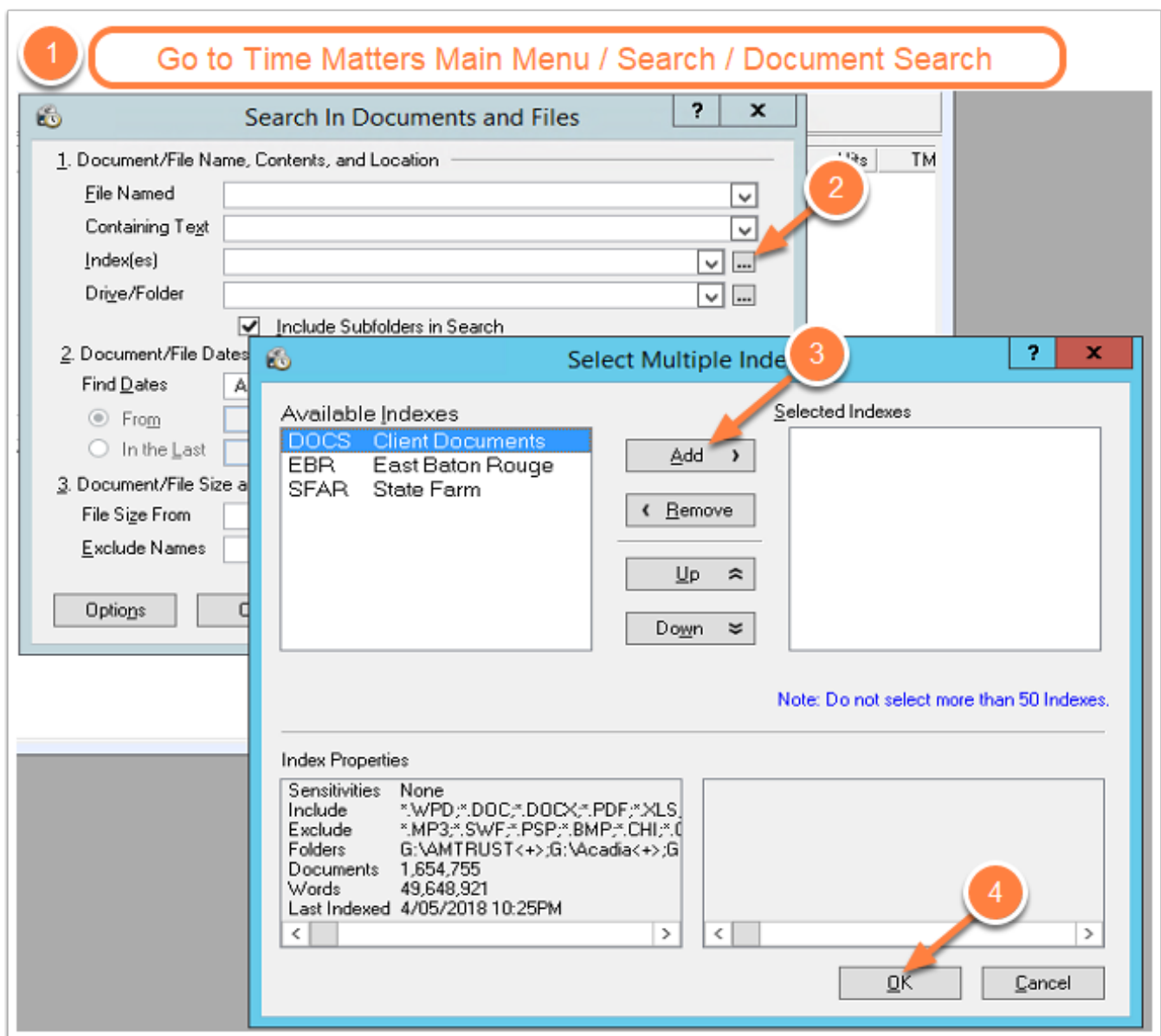


How to set up each user for the Document Search feature in Time Matters

Select the DOCS Index

For each Time Matters user, log into Time Matters as that user and perform the following steps.

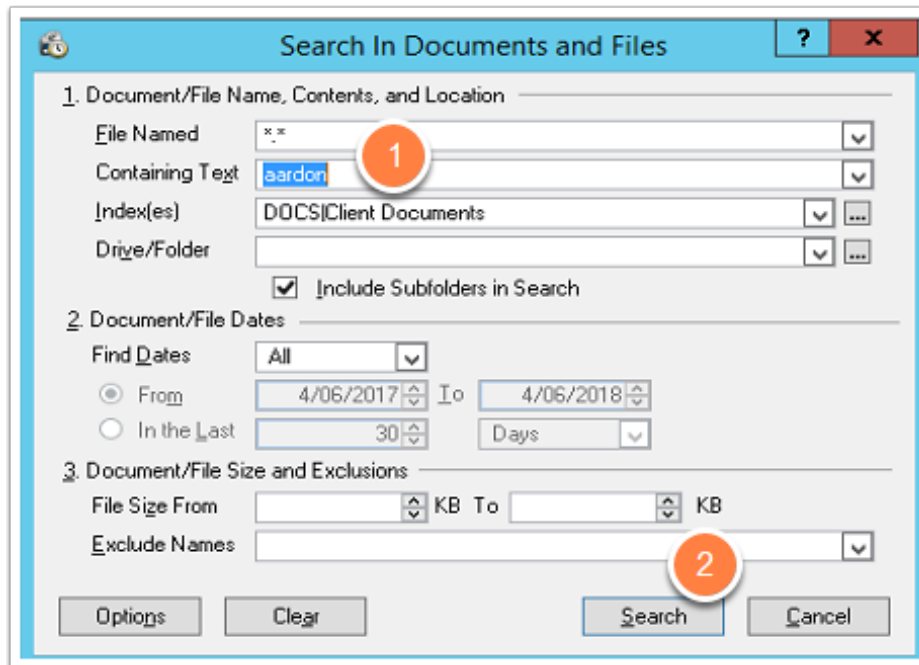
1. Go to Time Matters Main Menu / Search / Document Search
2. Click the Index(es) lookup button.
3. Click **Add** button to add the DOCS index.
4. Click OK.



Perform a Search

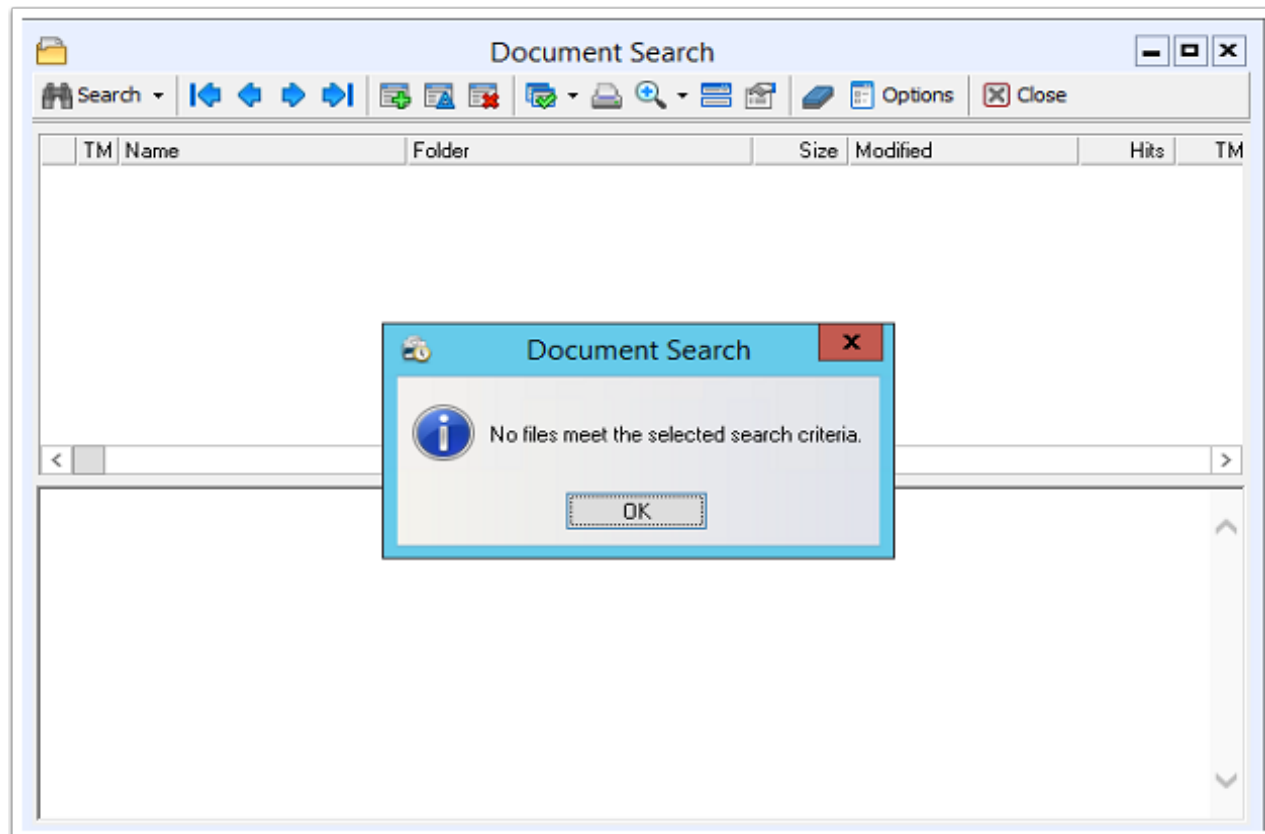
This step is needed to save the **Index(es)** setting.

1. Enter an unusual search word, like "aardon"
2. Click **Search**.



Close Document Search

Click the **Close** button, upper right.



Author

Wells H. Anderson, J.D.

Active Practice LLC

952.922.1727

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