

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.

Go to Time Matters Main Menu / Search / Document Search							
6 5	Search In Documents and Files ? ×						
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Perform a Search

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

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

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Close Document Search

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

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Author

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