

“Solutions” Image Services

List of Items Scanned and/or Imported for a Specific Date

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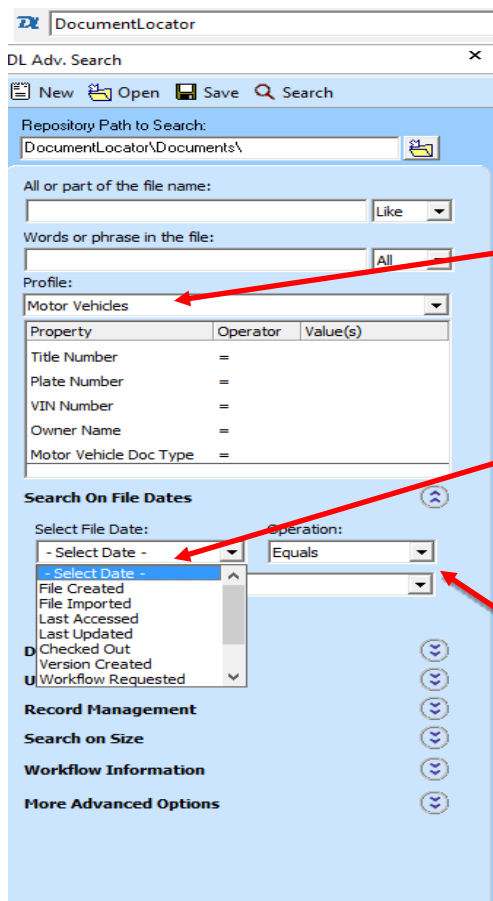
Introduction

Use this document to learn how to see a list of items scanned and/or imported in for a specific date.

Process

Open Document Locator

Click on Advance Search



Select the profile you wish to list the items for.

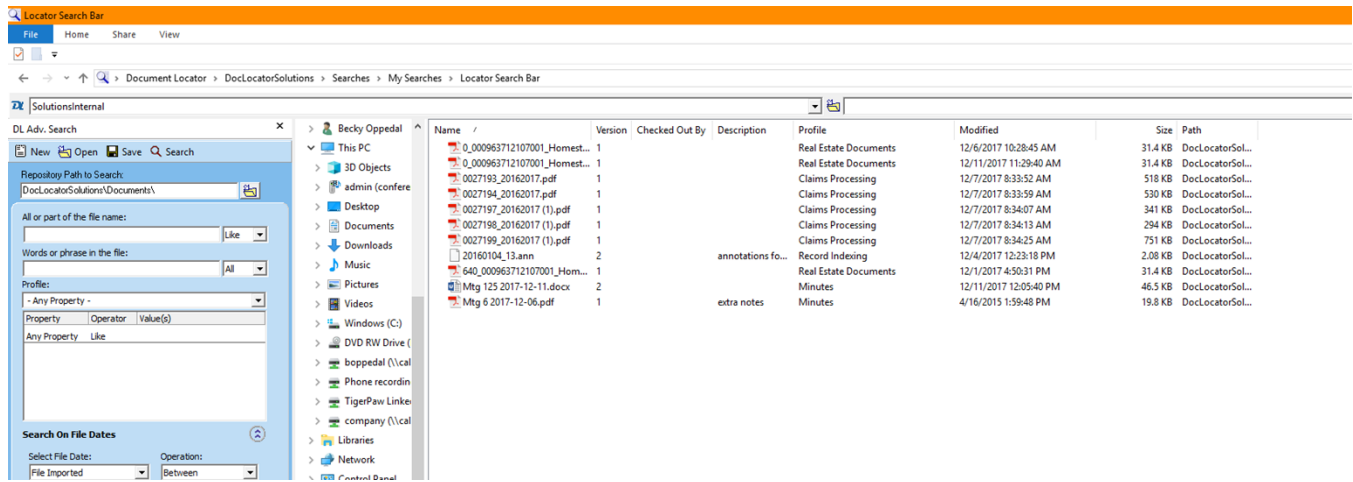
In the Select File Date field, chose File Imported.

Set the Operation as equals to and then enter in the appropriate date.

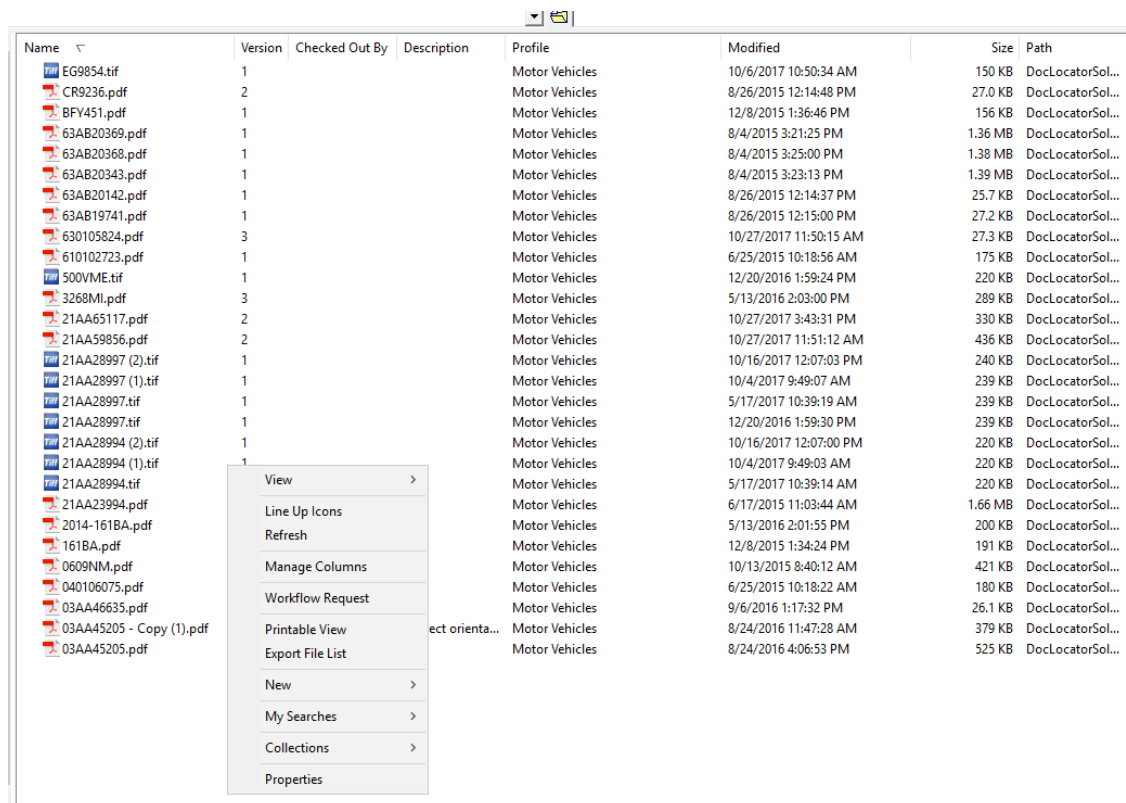
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Results List



Once the results are returned, right click in the results to see additional options.



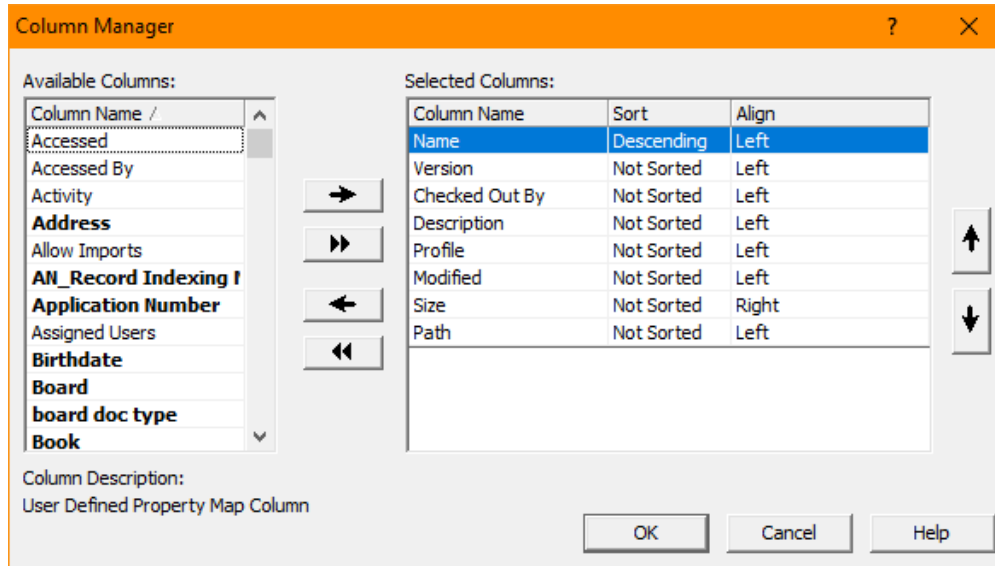
There are several options on this popup menu and this quick guide will address a few that are relative to getting a list of what has been scanned/imported.

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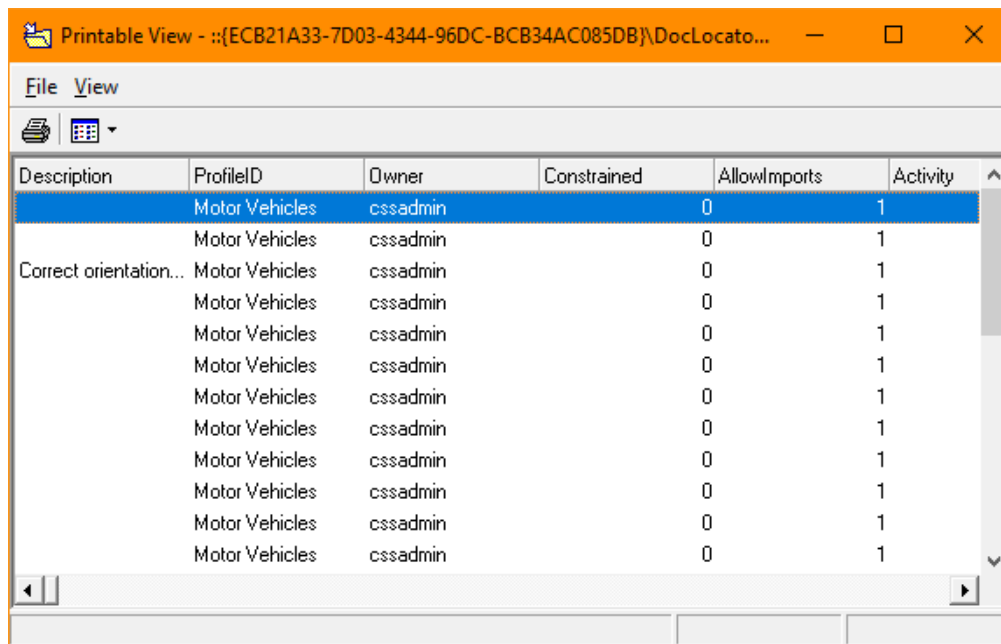
Column Manager

Use the Column Manager to pick and chose which columns to see in the results list.



Printable View

The printable view is an option to print the result list but is not recommended as you may get information than you desire.

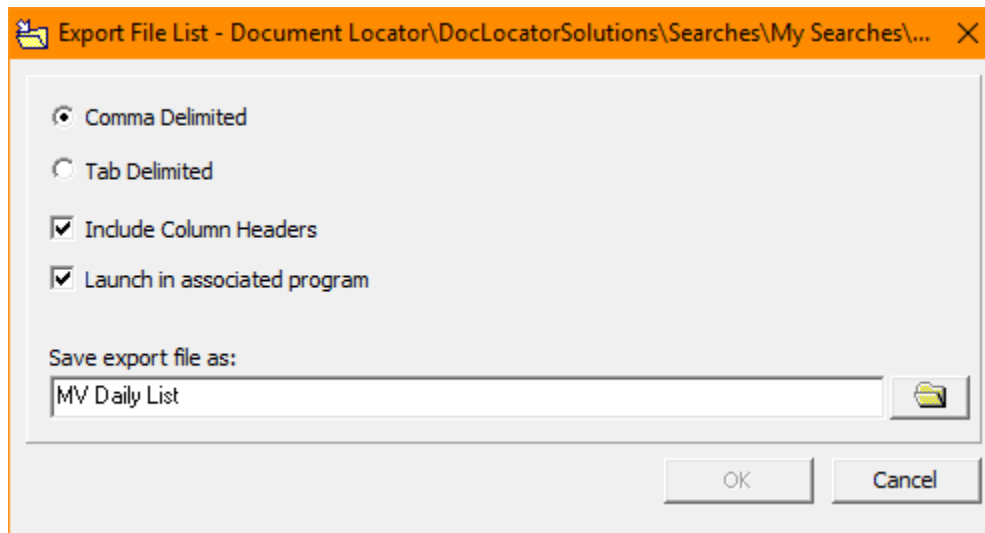


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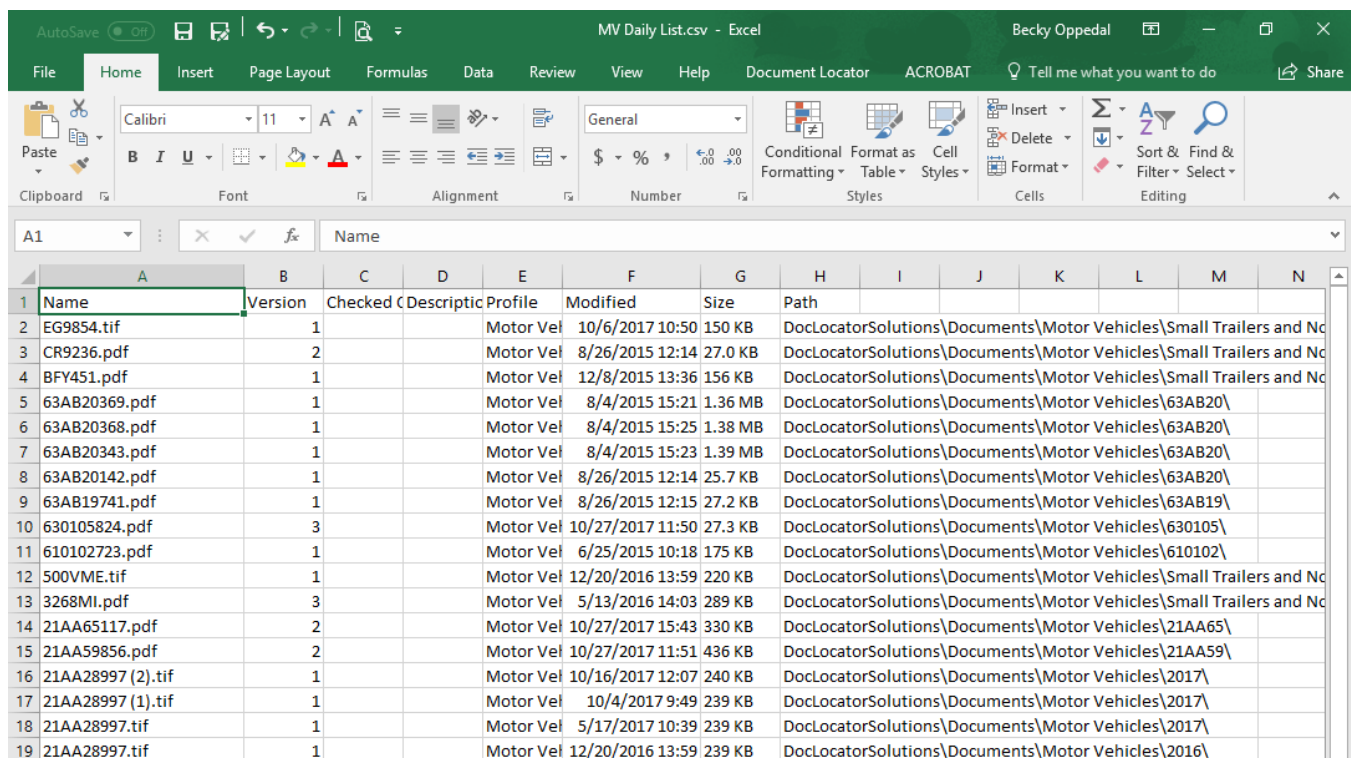
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Export File List

The result list can be exported as a comma delimited or tab delimited file and automatically opened in its associated program. Depending on your pc settings, a comma delimited may open in Excel and a tab delimited may open in Notepad or Wordpad.



Example of Comma Delimited in Excel



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Name	Version	Checked	Descriptive Profile	Modified	Size	Path							
2	EG9854.tif	1		Motor Ve	10/6/2017 10:50	150 KB	DocLocatorSolutions\Documents\Motor Vehicles\Small Trailers and No							
3	CR9236.pdf	2		Motor Ve	8/26/2015 12:14	27.0 KB	DocLocatorSolutions\Documents\Motor Vehicles\Small Trailers and No							
4	BFY451.pdf	1		Motor Ve	12/8/2015 13:36	156 KB	DocLocatorSolutions\Documents\Motor Vehicles\Small Trailers and No							
5	63AB20369.pdf	1		Motor Ve	8/4/2015 15:21	1.36 MB	DocLocatorSolutions\Documents\Motor Vehicles\63AB20\							
6	63AB20368.pdf	1		Motor Ve	8/4/2015 15:25	1.38 MB	DocLocatorSolutions\Documents\Motor Vehicles\63AB20\							
7	63AB20343.pdf	1		Motor Ve	8/4/2015 15:23	1.39 MB	DocLocatorSolutions\Documents\Motor Vehicles\63AB20\							
8	63AB20142.pdf	1		Motor Ve	8/26/2015 12:14	25.7 KB	DocLocatorSolutions\Documents\Motor Vehicles\63AB20\							
9	63AB19741.pdf	1		Motor Ve	8/26/2015 12:15	27.2 KB	DocLocatorSolutions\Documents\Motor Vehicles\63AB19\							
10	630105824.pdf	3		Motor Ve	10/27/2017 11:50	27.3 KB	DocLocatorSolutions\Documents\Motor Vehicles\630105\							
11	610102723.pdf	1		Motor Ve	6/25/2015 10:18	175 KB	DocLocatorSolutions\Documents\Motor Vehicles\610102\							
12	500VME.tif	1		Motor Ve	12/20/2016 13:59	220 KB	DocLocatorSolutions\Documents\Motor Vehicles\Small Trailers and No							
13	3268MI.pdf	3		Motor Ve	5/13/2016 14:03	289 KB	DocLocatorSolutions\Documents\Motor Vehicles\Small Trailers and No							
14	21AA65117.pdf	2		Motor Ve	10/27/2017 15:43	330 KB	DocLocatorSolutions\Documents\Motor Vehicles\21AA65\							
15	21AA59856.pdf	2		Motor Ve	10/27/2017 11:51	436 KB	DocLocatorSolutions\Documents\Motor Vehicles\21AA59\							
16	21AA28997 (2).tif	1		Motor Ve	10/16/2017 12:07	240 KB	DocLocatorSolutions\Documents\Motor Vehicles\2017\							
17	21AA28997 (1).tif	1		Motor Ve	10/4/2017 9:49	239 KB	DocLocatorSolutions\Documents\Motor Vehicles\2017\							
18	21AA28997.tif	1		Motor Ve	5/17/2017 10:39	239 KB	DocLocatorSolutions\Documents\Motor Vehicles\2017\							
19	21AA28997.tif	1		Motor Ve	12/20/2016 13:59	239 KB	DocLocatorSolutions\Documents\Motor Vehicles\2016\							

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Count and/or File Size

To view the count of the number of files and/or the size of the results list, select all items on the list so they are all highlighted. Right click and select properties.

In this sample, there are 29 files and they have a combined size of 11.1 MB.

