

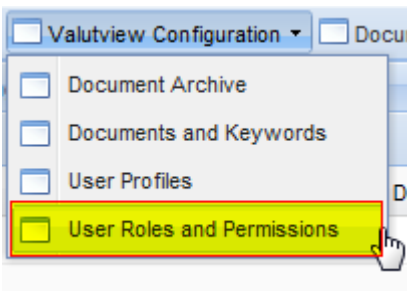


Keyword Filters

With Keyword filters users can be restricted to a subset of documents within a given document type. Keyword filters must first be enabled for the document type. Once enabled filters can be configured for one or more keywords.

Enable Keyword Filters

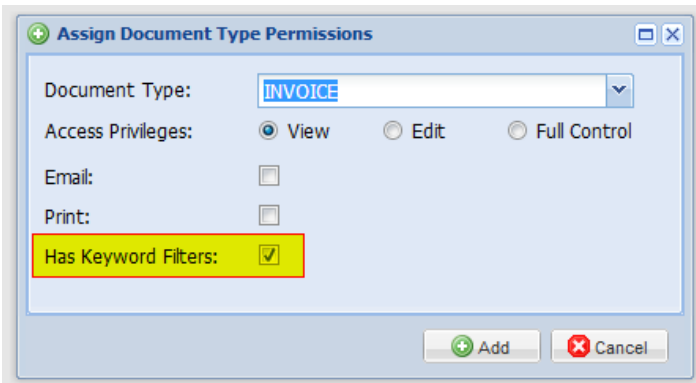
Under Vaultview Configuration, select User Roles and Permissions.



Under the Management menu for the selected DocType, select Document Permission.



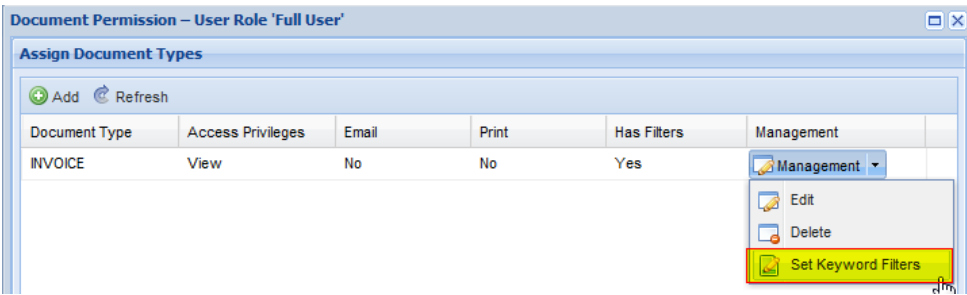
Enable Keyword Filters for Each Document Type.



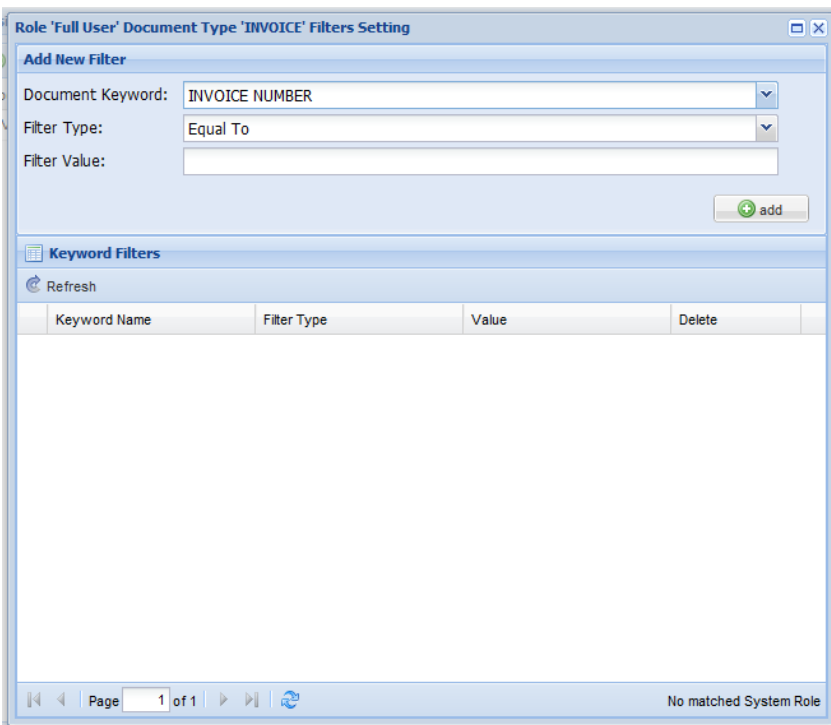
Configure Keyword Filters



In Document Permission, under the Management menu select Set Keyword Filters.



Select the Document Keyword, Filter type, enter a Filter value and click Add.



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