

Date and time when document was linked

Background

For reporting purposes some ImageNow users need to know the fields within the system that indicate the date and time a document was linked.

Solution

The **linking date** and **time** appear in a system-created field and it can be set up to appear in an **Index Value** or in a **Custom Property** (Document Keys), depending on the business needs of the actual implementation.

If this field is not setup as part of the Document Keys, users can find it by doing the following:

1. On the **ImageNow Explorer**, find the item either through Documents or within its queue
2. Select the item, right click on it, choose **Properties**.
3. On the left hand side of the **Document Properties** window, click on Documents and expand this tree, choose the **Page** tab.

