



Email Attachment Names

When emails from WinSearch include attachments, their filenames can follow one of two conventions: the name of the person or the person's document description.


This option is set through the **SETTINGS | USER OPTIONS | GENERAL SETTINGS** command and the **Use Person's Name as Attachment Name** and **Use File Description As Attachment Name** options. Standard documents always use their description instead of their filename.

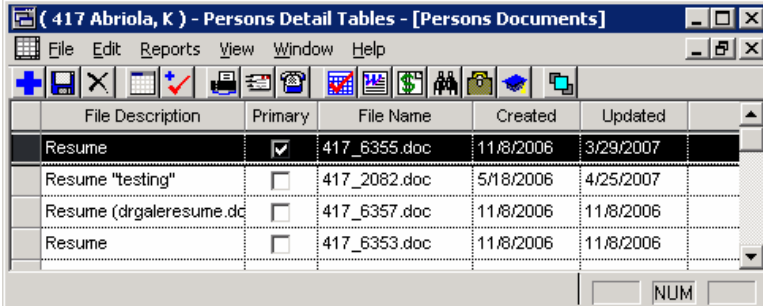
Changing attachment filenames have no effect on changing WinSearch's internal names when you edit documents from the database. Also, this means that if you are sending a blind resume, you would set the blind resume's description appropriately, use this command to use the file description, send the email, then select the command and possibly return to using the person's name.

Documents for People and Companies

When you work with documents for people and companies, you are often working with the Documents Detail Table.

To display the imported documents for a person or company:

1. Find the person or company that you want.
2. Select the **VIEW | DOCUMENTS** command or click the Documents toolbar button () to open just the Documents Detail Table. You can see this Detail Table shown next.



File Description	Primary	File Name	Created	Updated
Resume	<input checked="" type="checkbox"/>	417_6355.doc	11/8/2006	3/29/2007
Resume "testing"	<input type="checkbox"/>	417_2082.doc	5/18/2006	4/25/2007
Resume (drgaleresume.doc)	<input type="checkbox"/>	417_6357.doc	11/8/2006	11/8/2006
Resume	<input type="checkbox"/>	417_6353.doc	11/8/2006	11/8/2006

WinSearch sets most of the entries in this table. However, you set the File Description entry as well as choose which document is the primary one for emails and faxes.

Imported Documents in WinSearch

When WinSearch imports a document, it copies the document to its own location with its own name. You really don't need to worry about a document's filename represent since you can easily get to them in WinSearch. WinSearch names documents as the person or company's ID number followed by a unique document number. This means that blind resumes can be sent with less identifying information.