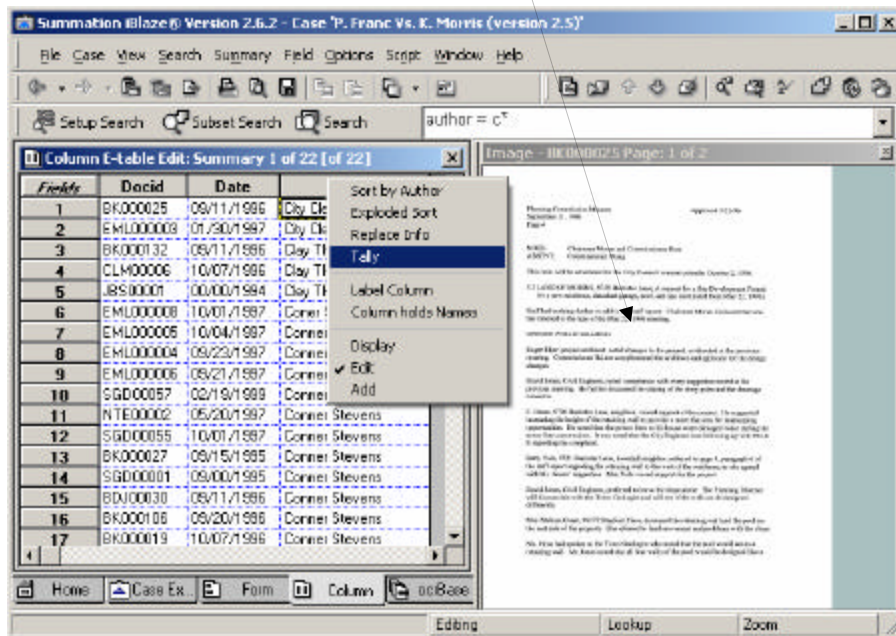


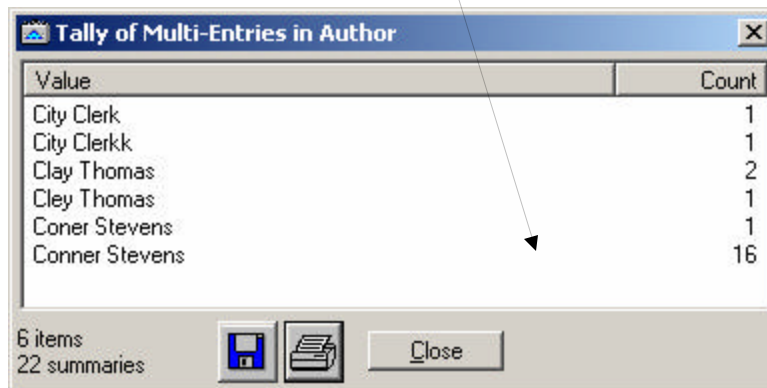
Using Tally To QC Your Document Set

Tallying a column in the database without launching a search is as simple as a right mouse click. To initialize a tally, do the following from the Column page.

1. Click on the field name at the top of the column containing the values you want
2. From the menu that pops up, **select the function** you want. Summation automatically places the name of the active field in the menu.



2. Tally the field and it will pop up an alphabetical listing of the contents of the field. You can easily see errors in spelling of the names and by clicking on each one it will take you directly to it in your database where you can make the correction.



4. You can print the list or write it to a file.