



Commonwealth Legal’s Summation “Tip of the Month” for October

Sorting Feature: Note Sort Length

Did you know that there is a setting called *Note Sort Length* which affects how many characters of a given entry are used to calculate the sort order (and therefore the number of items which will show up in your Tally list)?

It is important to adjust this value in order to achieve accurate Tally results. The following is an example using the Issues field.

If the Note Sort Length were set to 5, for example, all issues mentioning the first 5 characters (*negli*) would be tallied together as shown below:

Value	Count
Foreseeability	10
Fraud	10
Homeowner's Negligence	5
Misrepresentation	3
Negligence	18
Nuisance	7
Pad Extension Refused	7
PG&E Gambit	2
Plan Non-compliance	34
Pool	1
Pre-flood photo	16
Professional Negligence	3
Punitive Damages	3
Scarp	6
Soil Pollution	7

36 items
388 summaries

If the setting is adjusted to 20, *Negligence*; *Negligent*; *Construction*; *Negligent Design*, etc. would be itemized separately as shown below:

Value	Count
Flood Photos	18
Foreseeability	10
Fraud	10
Homeowner's Negligence	5
Misrepresentation	3
Negligence	7
Negligent Construction	6
Negligent Design	2
Negligent Supervision	3
Nuisance	7
Pad Extension	1
Pad Extension Refused	6
PG&E Gambit	2
Plan Non-compliance	34
Pool	1

43 items
388 summaries

To adjust this setting, go to **Options | Defaults | Database** and change the **Note Sort Length** to the desired number (use 99 if you wish to sort by as many characters as possible) and click **OK**.





COMMONWEALTH LEGAL

Defaults

Notes | Imaging | Link Fields | Doc Numbering | Blazing | eMail
Click & Find | Full Boolean | Database | Transcripts & Full Text

Form Table

E-form E-table
Imginfo Imginfc
Review Stdtab
Stdform Stdtab

Blaze Search Enabled
 Using International ANSI
 Conventional Blank Sort
 Prompt to Save Record

Name Flds...
Note Set Len 99

Set Date Output Format

MMM-DD-YYYY Apply MMM-DD-YYYY

MM/DD/YYYY	09/27/2004
MMM-DD-YYYY	Sep-27-2004
MMM+ DD+ YYYY	September 27th 2004
DD/MM/YYYY	27/09/2004
WWW+ MMM+ DD+ YYYY	Monday September 27th 2004
YYYYMMDD	20040927

Year Pivot Point

Production Set Fields

Field filled with new Production Number Prodno
Field that tracks the Production Set History Prodid
Production Set Filter ProdNo Exists

'Pgcount' is used to increment the document production numbers.
If empty, 1 page is assumed. It is set in the Doc Numbering tab.

OK Cancel Help

For further training tips or to arrange for a Summation training session, contact your Account Representative or one of our Certified Trainers at 1-866-LAW-SCAN (529-7226.)

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