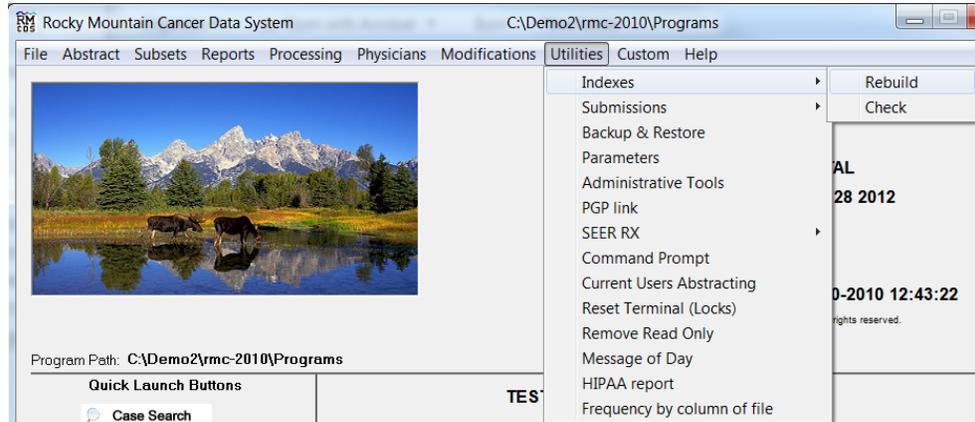


Rebuilding Indexes

If you are having problems look cases up in case search or are getting unusually cases when updating or creating subset, you probably need to rebuild your indexes.

First you will go to the 'Utilities' menu and then 'Indexes' and 'Rebuild'.



You can either choose individual indexes or you can use the 'select all' button. Then click 'run'. You will see numbers in white boxes on the right of the program. When the build is finished you will see a box letting you know which indexes were built. When you click 'OK' you will see a few more boxes flash by and then you will be returned to the main menu.

