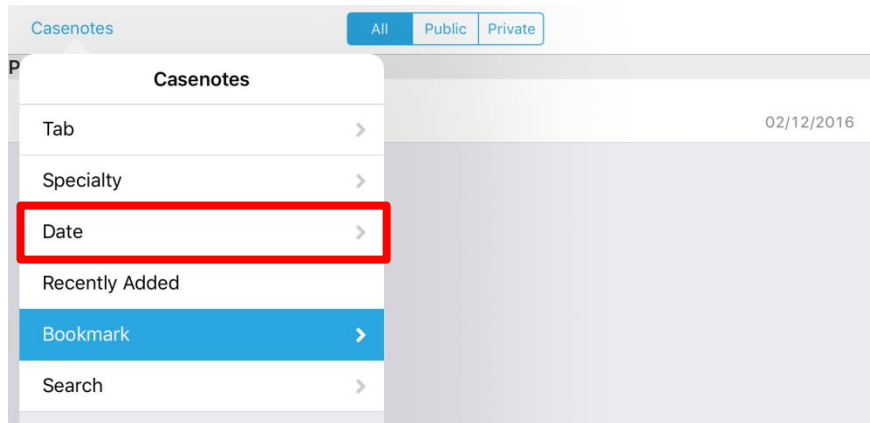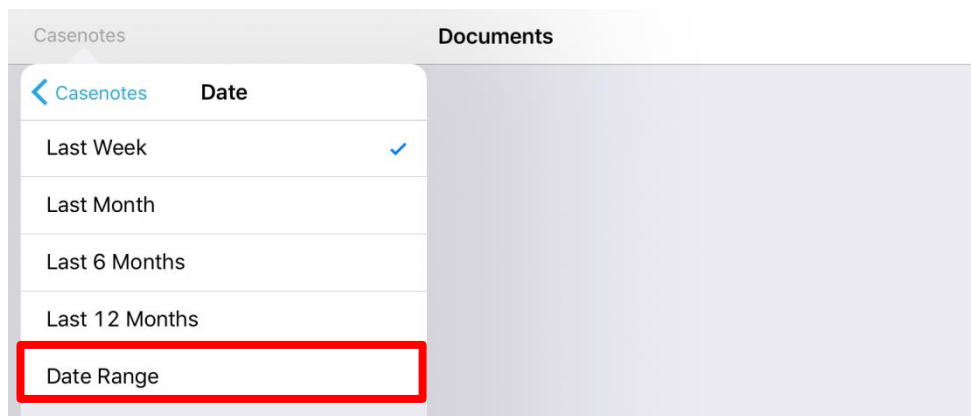## Date View

You can search for any documents, letters, discharge summaries etc that have been date stamped – **historic information** can't be used for this search.
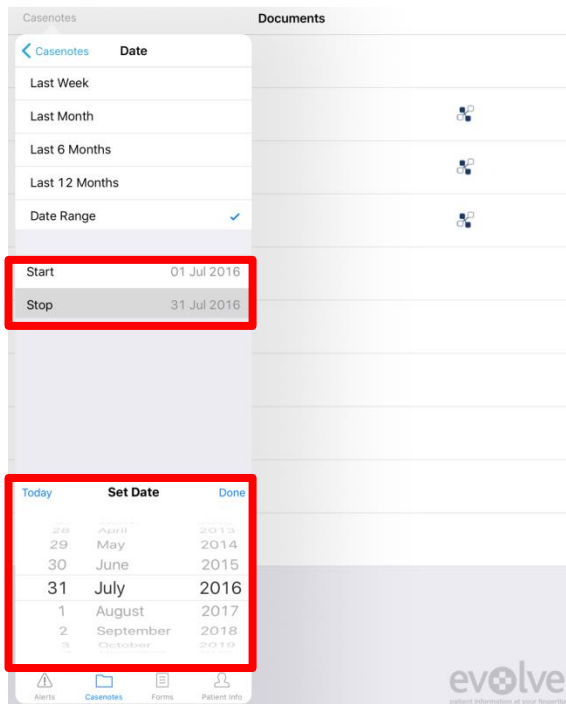
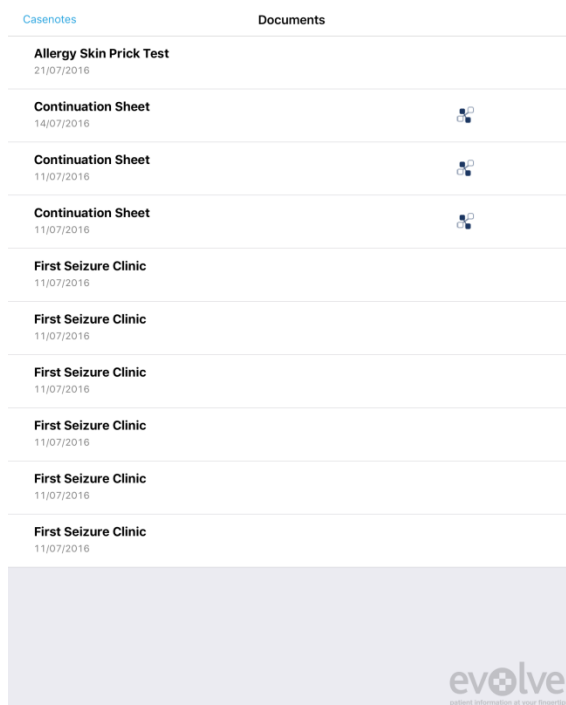1. Select **Date** from the Casenotes view

2. You can search using different date criteria, **Last Week**, **Last Month**, **Last 6 Months** or **Last 12 Months**. We are going to do a **Date Range** search so you would select this

3. Select **Start** and choose the date under **Set Date**. Select **Stop** and choose the date under **Set Date**. Select **Done** next to Set Date to perform this search

4. Any documents within this date range will now show

5. Select **Casenotes** to go back to the different views