

# Creating Smart DocLists

Use **Smart DocLists** to automatically create lists of documents that are based on specific criteria.

1. Select **File>Create Smart DocList** to display the Smart DocList dialog box.
2. In the **Name** and **Description** boxes, type the name and add a description that describes the purpose of the Smart DocList.
3. In the **Show documents which match** setting, select **All** or **Any**.  
Documents will be added to the Smart DocList that match "all" or "any" of the criteria that you select.  
It is not possible to create queries that mix **All** or **Any** clauses.  
**Note:** **All** means the same as "And", while **Any** means the same as "Or".
4. Select any of the following job attributes and other parameters to create a Smart DocList. You can define one or more sets of criteria to create your Smart DocList by clicking on the "+/-" icons.  
For more information about the different types of job attributes that you can select, see the menu **View>Inspect Document**. Use the following parameters to further define your query:
  - matches/does not match
  - contains/does not contain
  - starts with/does not start with
  - ends with/does not end with
5. Click **Create**.  
The Smart DocList appears in alphabetical order under the SMART DOCLIST heading.

## Example:

Creating a Smart DocList for the customer, "Global Printer" that lists all of the documents that must be printed by the end of day on "December 1, 2011".

1. The name of the smart document list is "Global". The description states "all jobs that must be printed by the end of the day". In the Show Documents that match the selected criteria, select **ALL**.
2. Select the job attribute **Job Name**, and select the parameter **Contains**. In the description field, type Global.
3. Click the "+" sign to enter another set of search criteria.
4. Select the job attribute **Print By** and select the parameter **Matches**. In the description field, type December 1, 2011, and click **Create**.

The Global Smart DocList is populated with all of the documents that must be printed by the end of the day on December 1, 2011.