

**NR\_key\_name:** 8D73A69263CC203A852563D80050A407  
**SendTo:** CN=Michelle Combs/O=ARRB @ ARRB  
**CopyTo:**  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Cathy Rodriguez/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 11/04/1996  
**DisplayDate\_Time:** 9:45:08 AM  
**ComposedDate:** 11/04/1996  
**ComposedDate\_Time:** 9:40:49 AM  
**Subject:** Document summary  
If you need further help, just let me know, but to change your doc summary, just go into it, and hit configure.  
From there just use the drag and drop from the right column into the left column. The left column is what you'll have when you call it up. Be sure to save it as default. The items you should have on your doc sum are as follows: Descriptive Name Descriptive Type Subject Attachments Blind Copy Carbon Copy Reference Document number (which is wehre we write File: 4.20.3 for example) Author Typist Please ensure this is attached to all outgoing correspondence If there are others you know of who have incorrect doc summaries, please forward this email. Thanks, Cathy  
**Body:**  
**recstat:** Record  
**DeliveryPriority:** N  
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