

# How do I change the Online Limit for a document in IBM FileNet Content Services?

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## Technote (FAQ)

### Question

How do I change the Online Limit for a document?

### Cause

At installation time, the Online Limit for documents in a Content Services repository is set to 5. If this limit is changed, it will not affect existing documents. Therefore, there is one procedure for changing the limit for future documents and a separate procedure for changing the limit for existing documents.

### Answer

#### Future Documents

1. Run CS Explorer and login to the library.
2. Right-click on the library and select Properties.
3. In the Properties tab, change Default Online Limit to the desired value.
4. Click OK to save change.
5. Users must logout and back in to pick up the change.

#### Existing Documents

1. Run CS Explorer and login to the library.
2. Select Tools, Find, FileNet CS Objects.
3. For Object, select Item and click OK.
4. Enter search criteria that will return the desired documents and save the search.
5. Run Tools, Bulk Modify.
6. Select the saved search and click OK.
7. Change Online Limit to the new value and click Run.

If only a single document needs to be modified, the above procedure is not needed. Instead, right click on the document in any client application and edit the properties.

### Historical Number

10008801

### Product Alias/Synonym

CONTENT SERVICES

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#### Document information

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##### More support for:

[FileNet Content Services](#)  
Content Services

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##### Software version:

All Versions

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##### Operating system(s):

Platform Independent

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##### Reference #:

1275932

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##### Modified date:

2012-01-25