

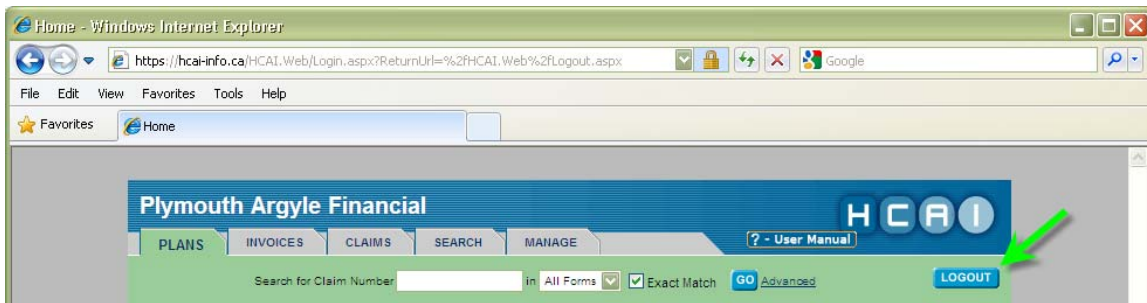
Did you know?

You Can Increase HCAI's Speed

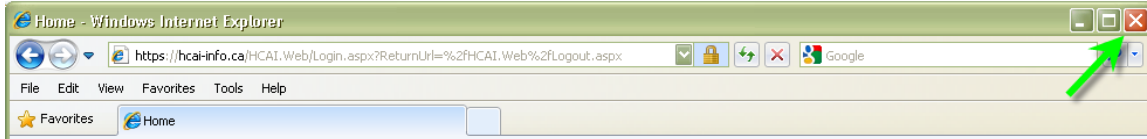
- HCAI's performance is directly impacted by the behaviour of its users.
- What you do or don't do affects how quickly HCAI performs the tasks you request.
- Below are a couple tips that will improve your HCAI experience.

Log Out & Log Back In

When you are using HCAI and you notice that the system isn't moving as quickly as it was for you when you logged in, there is a simple way you can improve the application's speed: log out.



Avoid simply clicking on the "X" button at the top right hand corner of your browser. X-ing out of HCAI will not improve the system performance.



Only formally clicking on the **LOGOUT** button and then logging back in to the system will speed up the system's performance and improve your HCAI experience.

Use the Search Parameters

HCAI applies default search parameters – 30 days in the Date Submitted field and Exact Match in other fields – in the Search > Document Search > OCF Form Search screen.

You can adjust the default settings to target your search for a specific document.

When you target your search, the system will find respond to your query faster.