


# Documents without configuration

---

Documents can be added to any employee file quickly and easily. To do this, navigate to the  tab in the employee file.


Click on  to upload a new document.

Upload ✕

Upload document

Reference field:

+ Search for document

 Accepted file types: xls, xlsx, doc, docx, pdf, jpeg, jpg, png, gif

✓ ✕

Select a document and give it a new file name, if necessary.

# Adding new documents

### Upload

Upload document

Reference field:

**+ Search for document**

File name:  
 .jpg

**i** Accepted file types: xls, xlsx, doc, docx, pdf, jpeg, jpg, png, gif

✓ ✕

Click **Apply**.

Employee > Personnel file

Emma Green (EG)

DSSLU, Danielle Software. Luxembourg  
Entry date: Jan 1, 2013  
Employed

Documents

File name	Reference field	Document type	Updated	Preview	Delete
Firstaidercertificate_Emma_Green.pdf	Education.Documents	Ersthelferbescheinigung	11.10.2021 16:06		
CV_Emma_Green.pdf	Education.Documents	CV	11.10.2021 16:06		
A-levels_Emma_Green.pdf	Education.Documents	Schulzeugnisse	11.10.2021 16:06		
Contract_Appendix_Emma_Green.jpg			21.12.2021 11:45		

www.personnel-department.cloud

The document is displayed under **Documents** in Klara Adam's personnel file.

Save the changes to the personnel file.

# Document preview

Employee > Personnel file

free text search

Emma Green (EG)

DSSLU, Danielle Software, Luxembourg  
Entry date: Jan 1, 2013  
Employed

Documents

File name	Reference field	Document type	Updated	Preview	Delete
Firstaidcertificate_Emma_Green.pdf	Education.Documents	Ersthelferbescheinigung	11.10.2021 16:06		
CV_Emma_Green.pdf	Education.Documents	CV	11.10.2021 16:06		
A-levels_Emma_Green.pdf	Education.Documents	Schulzeugnisse	11.10.2021 16:06		
Contract_Appendix_Emma_Green.jpg			21.12.2021 11:45		

www.personnel-department.cloud

Previewing a document is possible if the personnel file is saved after uploading the document and if it has one of the compatible formats that can be displayed (PDF, JPG, JPEG, PNG, GIF).

Accordingly, the icon under "Preview" becomes active and usable.

Clicking the icon will open a pop-up window with a preview of the document.

Preview Contract\_Emma\_Green.pdf

1 of 2

Page Width

**Arbeitsvertrag befristete Mitarbeit**

Zwischen den unterzeichnenden Parteien

**Danielle Software**  
Musterstraße 1

In the pop-up window, you can scroll through the document (if there are several pages), print it, zoom in, and zoom out.

By clicking the icon, the preview window is closed again.

Above the documents, there is a search box that can be used to find specific documents.

# Document search

Employee > Personnel file

free text search

Emma Green (EG)

DSSLU, Danielle Software, Luxembourg  
Entry date: Jan 1, 2013  
Employed

Documents

contrj

File name	Reference field	Document type	Updated	Preview	Delete
Contract_Appendix_Emma_Green.jpg			21.12.2021 11:46		
Contract_Emma_Green.pdf			21.12.2021 11:51		

www.personnel-department.cloud

Additionally, the free text search box can be used to find documents.

Employee > Personnel file

a-levels

Search Results

1 results (1.722 seconds)

- > Employee (0)
- > Applicants (0)
- ▼ Documents (1)
- > Projects (0)
- > Absence (0)
- > Customers (0)

Employee	Reference field	Document
Emma Green	Schulzeugnisse	A-levels_Emma_Green.pdf

www.personnel-department.cloud