

Documents without configuration

Documents can be added to any employee file quickly and easily. To do this, navigate to the [blocked URL](#) tab in the employee file.

Click on [blocked URL](#) 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.

Upload

Upload document

Reference field:

+ Search for document

File name:

Contract_Appendix_Emma_Green

.jpg

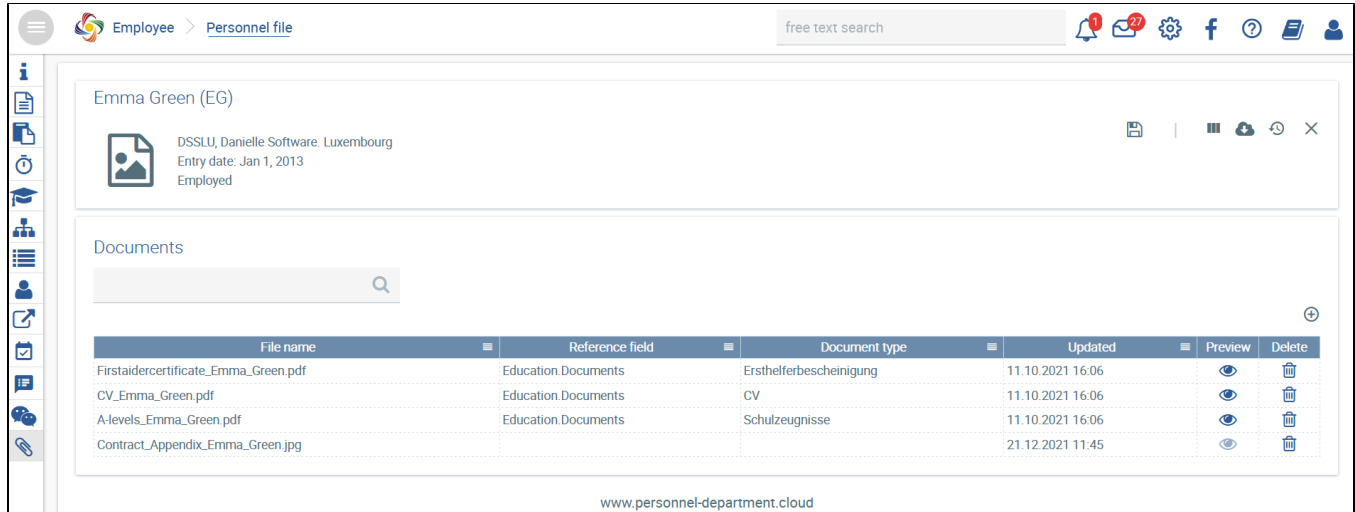
Accepted file types: xls, xlsx, doc, docx, pdf, jpeg, jpg, png, gif

✓

✕

Document preview

Click **Apply**.



Employee > Personnel file

free text search

Emma Green (EG)

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

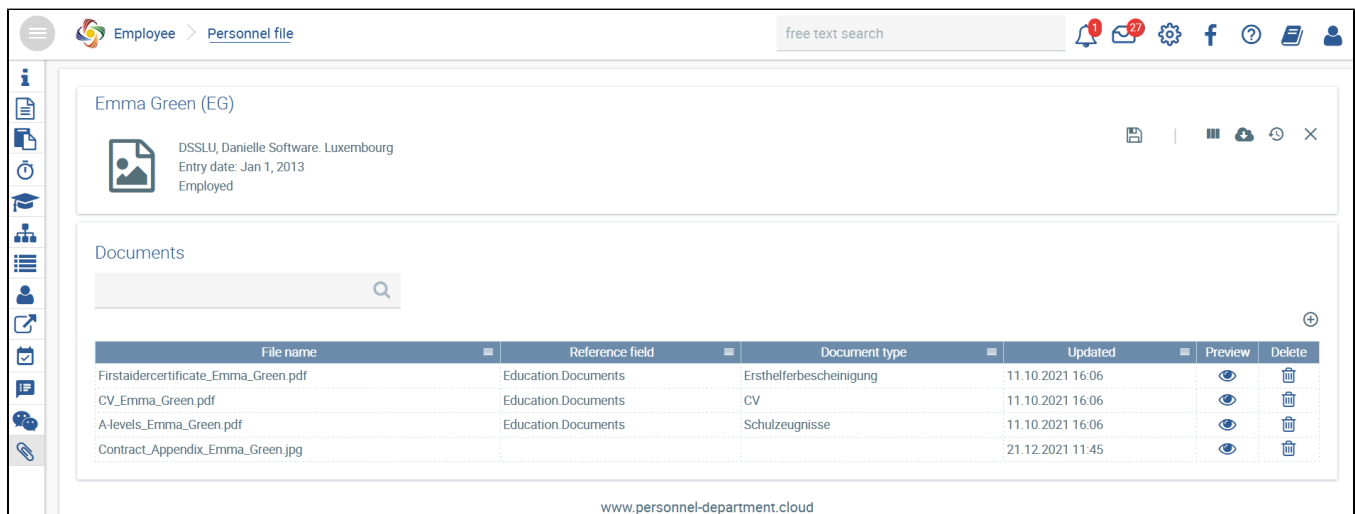
Documents

File name	Reference field	Document type	Updated	Preview	Delete
Firstaidcertificate_Emma_Green.pdf	Education.Documents	Erstthelferbescheinigung	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		

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

Save the changes to the personnel file.



Employee > Personnel file

free text search

Emma Green (EG)

DSSLU, Danielle Software. Luxembourg
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Employed

Documents

File name	Reference field	Document type	Updated	Preview	Delete
Firstaidcertificate_Emma_Green.pdf	Education.Documents	Erstthelferbescheinigung	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		

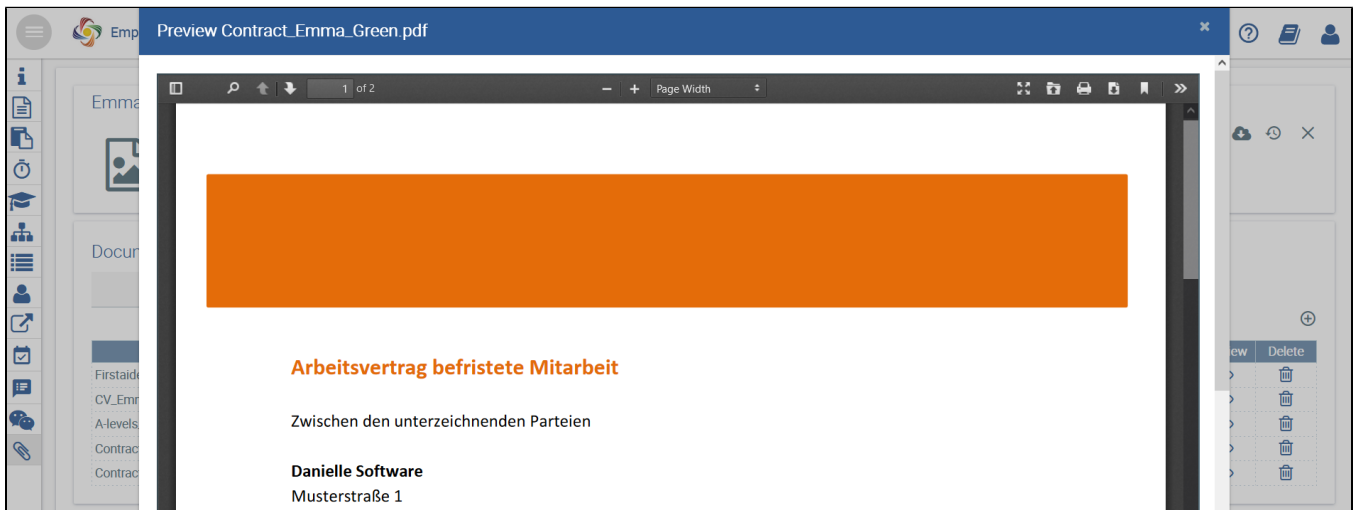
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Previewing a document is possible if the personnel file is saved after uploading the document and if it has one of the compatible formats that can be displayed (PDF, JPG, JPEG, PNG, GIF).

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

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

Document search



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 [blocked URL](#) icon, the preview window is closed again.

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



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

Employee > Personnel file

a-levels

1

27

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

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