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: ⌄
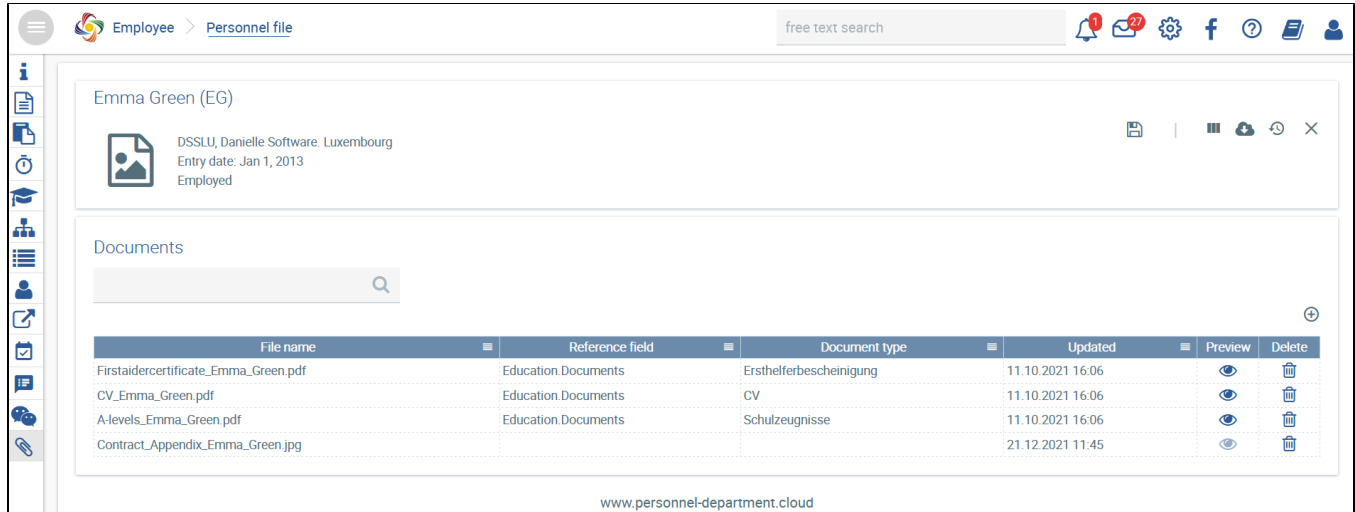
＋ Search for document

File name:

Contract_Appendix_Emma_Green | .jpg

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

✓ ✕

Document preview

Click **Apply**.

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

Save the changes to the personnel file.
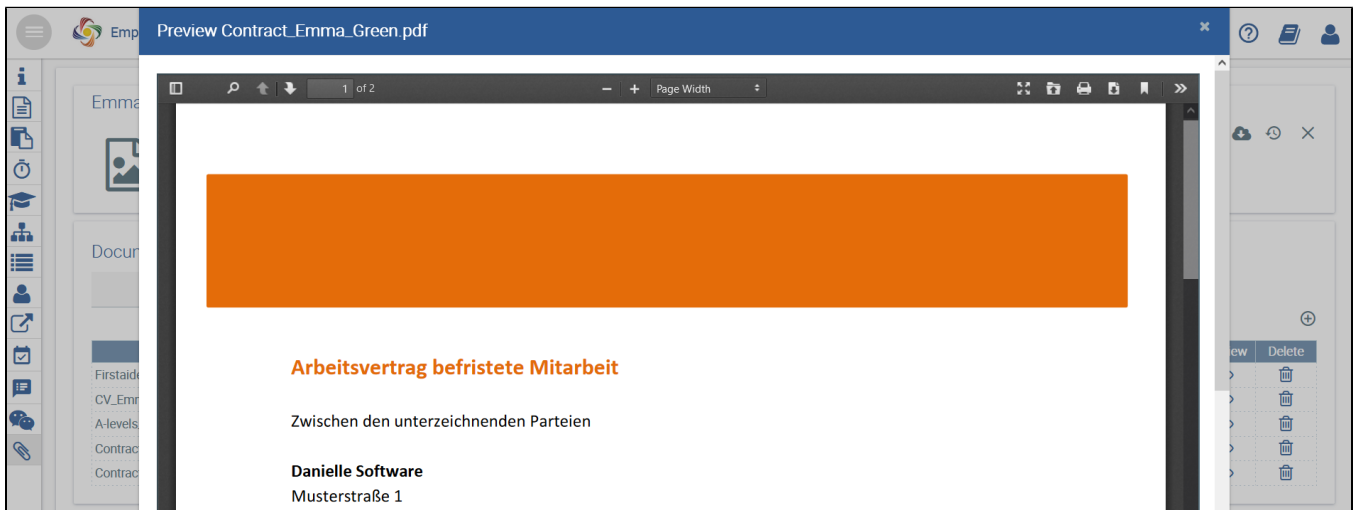

Previewing a document is possible if the personnel file is saved after uploading the document and if it has one of the compatible formats that can be displayed (PDF, JPG, JPEG, PNG, GIF).

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.

Document search

a-levels

Search Results

1 results (1.722 seconds)

> Employee (0)

> Applicants (0)

∨ Documents (1)

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

> Projects (0)

> Absence (0)

> Customers (0)

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