Adding new documents and assigning a storage location
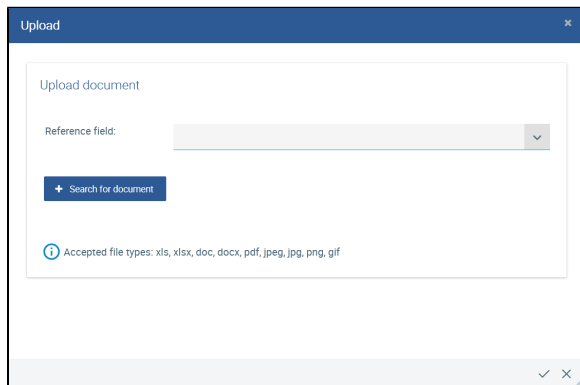
Documents can be added to any employee file quickly and easily. To do this, navigate to the blocked URL tab in the employee file.

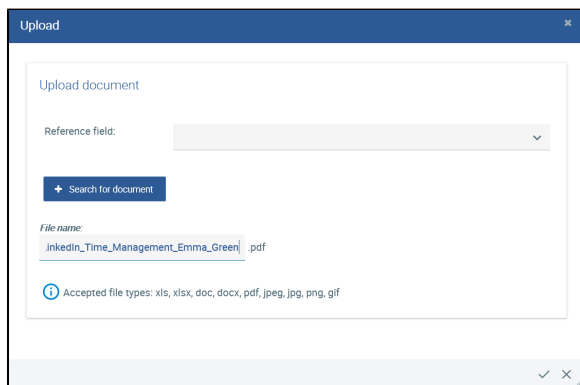Click on blocked URL to upload a new document.

> **Note**
>
> If the configuration for documents is changed or deleted after a document has been uploaded and assigned, the document will only be displayed under **Documents**, when the corresponding reference field has been deleted.
>
> Even after configuration changes, a document is never removed, unless it is deleted explicitly.
>
> All documents can always be found on the **Documents** tab.

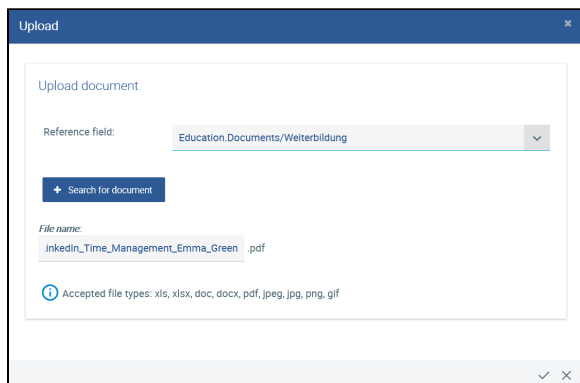Select a document and give it a new file name, if necessary.

Under "Reference field", select the appropriate section in the employee file, provided that you have defined the *document configuration* accordingly.
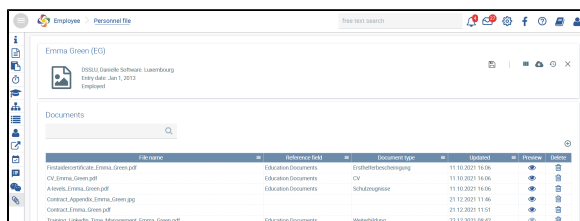
Click **Apply**.

Save the changes to the personnel file.

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In addition to the **Documents** storage location, you will now find the document on the **Education** tab next to the **Training** field.