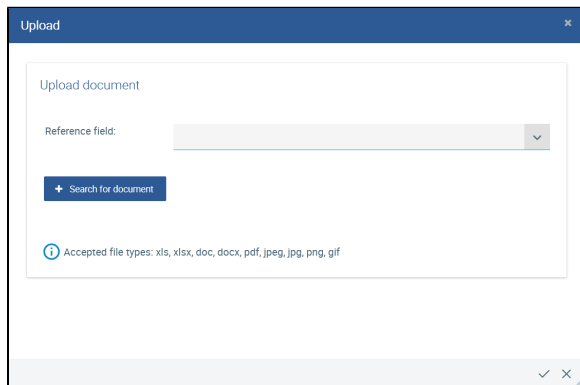


Adding new documents and assigning a storage location

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.



Upload document

Reference field:

+ Search for document

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

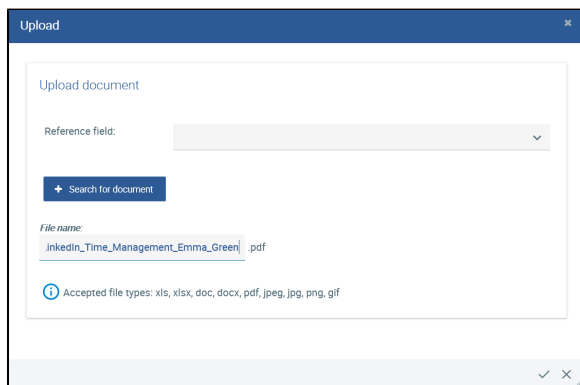
Note

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.



Upload document

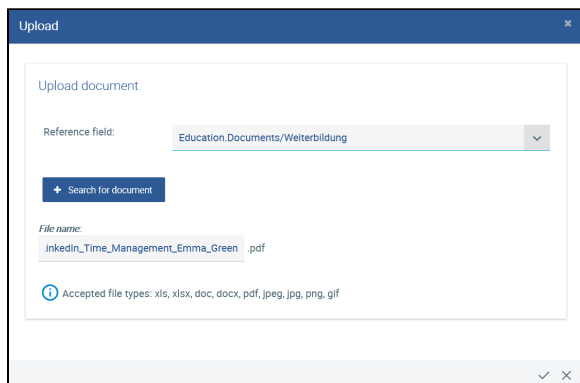
Reference field:

+ Search for document

File name: .linkedin_Time_Management_Emma_Green.pdf

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

Under "Reference field", select the appropriate section in the employee file, provided that you have defined the [document configuration](#) accordingly.



Upload document

Reference field: Education Documents/Weiterbildung

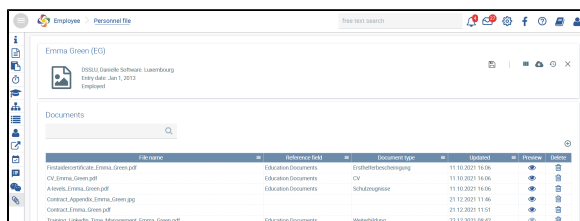
+ Search for document

File name: .linkedin_Time_Management_Emma_Green.pdf

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

Click **Apply**.

Save the changes to the personnel file.



File name	Reference field	Document type	Upload	Actions
Personalausweis_Emma_Green.pdf	Education Documents	Qualifikationsnachweis	11.10.2021 14:06	
CV_Emma_Green.pdf	Education Documents	CV	11.10.2021 14:06	
Arbeitszeugnis_Emma_Green.pdf	Education Documents	Schulungszeugnis	11.10.2021 14:06	
Contract_Appendix_Emma_Green.pdf			21.12.2021 11:46	
Contract_Emma_Green.pdf			21.12.2021 11:51	
Training_LifeSkills_Time_Management_Emma_Green.pdf	Education Documents	Weiterbildung	22.12.2021 14:42	

Adding new documents and assigning a storage location

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

