

# Documents

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Documents are entries that can be uploaded as an attachment at certain places in the personnel file and that are saved individually for the respective employee.

The upload locations within the employee file and the number of permissible documents can be configured in the setup. Alternately, documents can be freely uploaded and saved in the employee file under "Documents".

- [My entries](#)
- [Effective entries](#)
- [Document history](#)
- [Adding new documents and assigning a storage location](#)