Documents

Refers to:
Company form → documents tab
vacancies form → documents tab
Candidate form → documents tab

You may link any type of document, for example, directions, copies of terms of business and agreed rates.

- Documents added as Files cannot be edited after saving.
- Documents added as MS Office files can be edited.
- Only MS Word Documents can be attached to emails.

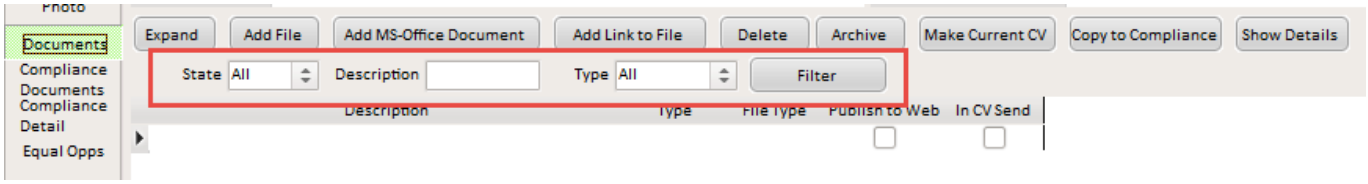
see also
2.21 Documents

(2.3.4+) Documents can be archived in all document views: Archiving

Document Filtering

(2.3.5+)
In Person, Placement, Company, Vacancy and Progress filtering has been added to the document view.

This feature allows searching and filtering of Document State and Type along with key word searching in the description.



In addition, the sort order has been amended to place any archived records at the bottom of the list.

Separation of Compliance Docs and Docs

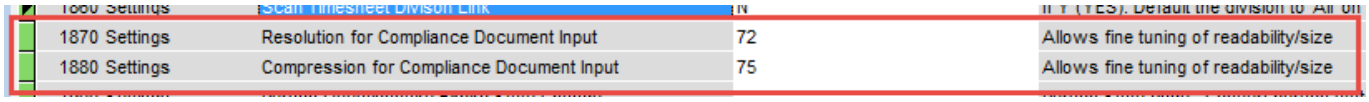
(2.3.5+) This feature separates out Compliance Documents by document type. click here

Compliance Documents - Adjustment of document input configuration to change size/readability.

(2.15.11+)

Compliance documents can now be adjusted to improve the size and readability of the documents.

In Maintenance - General Settings – Settings 1870 and 1880. Both input values specify the percentage of resolution and compression for compliance documents.



1870 Settings	Resolution for Compliance Document Input	72	Allows fine tuning of readability/size
1880 Settings	Compression for Compliance Document Input	75	Allows fine tuning of readability/size

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