# 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.
- An email that has been saved to a folder can be added as an MSG file (2.21.8+)

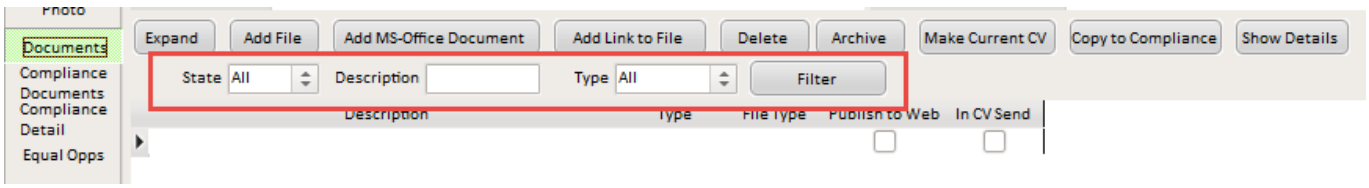
see also
Documents

**(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.

## Compliance Documents

From version **(2.3.5+)** onwards there are separate views for Compliance Documents and Documents. For more information on Compliance Documents click here.

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