Upload documents

It is possible to attach documents, with e.g. process-relevant information, to a process instance. These documents can be uploaded and then downloaded and viewed by those who are involved in the process. All types of documents can be uploaded, e.g. PDF, Word-documents, pictures, text files. The documents can be deleted as well.
The window where the documents are managed can be reached via the context menu and the appropriate menu item.

Element	Description
1	The entire name of the uploaded document is shown here.
2	During the upload of the document (see Upload) a note to this document can be indicated. It appears in this column.
3	The time when the document was uploaded is displayed here.
4	The user, who had upload the document, is displayed in this column.
5	With this button a window opens where a file can be uploaded. (see Upload.)
6	The Content-Type/MIME-Type of the document is displayed in this column. It shows which kind of file it is.
7	The memory location of the document is displayed in this column. It either can be the T!M database or an own one with own DMS.

Context menu

Different actions can be perforemd via the context menu of a document:
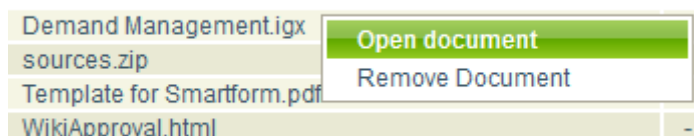
Menu item	Description
Open document	The document can be downloaded or opened directly with this menu item.
Delete document	With this menu item the document can be deleted from the instance.

Upload

Upload Document   ⊗

*File 📎	
File	Durchsuchen... Template for Smartform.pdf
Description	Any description
DMS	t!m ▾
	Upload Document

It is possible to attach new documents to the process instance with this window.

Array	Description
File	Here you can select a file from your own computer by using the file selection dialog.
Description	In this array you can put in any description, which is assigned to the document.
DMS	= **D**ocument**m**anagement-**S**ystem. Either the T!M system and its database can be selected here or an own external DMS can be used.
Schema	Only necessary when an external DMS is used. The schema must be chosen then, in which the document shall be stored.

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