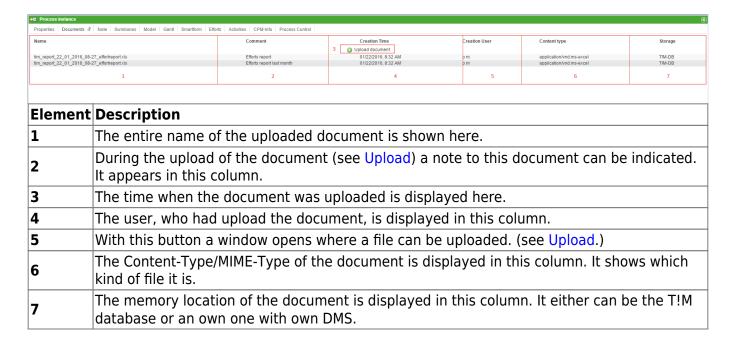
2025/04/13 15:13 1/2 Upload documents

## **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.

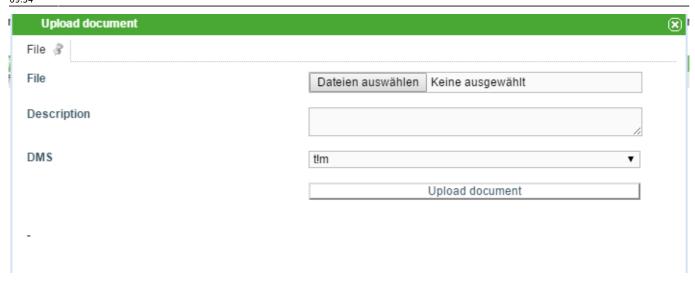


## **Context menu**

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.
<b>Delete document</b>	With this menu item the document can be deleted from the instance.

## **Upload**



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.
<b>Description</b> In this array you can put in any description, which is assigned to the document.	
DMS	= <b>D</b> ocument <b>m</b> anagement- <b>S</b> ystem. Either the T!M system and its database can be selected here or an own external DMS can be used.
	Only necessary when an external DMS is used. The schema must be chosen then, in which the document shall be stored.



Permanent link: https://wiki.tim-solutions.de/doku.php?id=en:software:tim:instance\_context\_documents&rev=1453450283

