Upload documents

It is possible to attach documents to a process instance; for example, to display process-relevant information. 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 may be made about this document. It appears in this column.
3	The time when the document was uploaded is displayed here.
4	The user who uploaded the document is displayed in this column.
5	This button opens a window where a file can be uploaded. (see upload.)
6	The Content-Type/MIME-Type of the document is displayed in this column. It shows what kind of file is present.
7	This column displays the location where the document is saved. It can be either on the TIM database or a different one with its own DMS.

Context menu

Different actions can be performed via the context menu of a document:

Menu item	Description
Open document	With this item the document can be downloaded or opened directly.
Delete document	With this menu item the document can be deleted from the instance.

Upload

Upload document ⊗

File 📎	
File	Dateien auswählen Keine ausgewählt
Description	
DMS	t!m ▼
	Upload document

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In this window it is possible to attach new documents to the process instance.

Array	Description
File	Here a file can be selected from one's own computer by using the file selection dialog.
Description	This field may contain any description that has been assigned to the document.
DMS	= **D**ocument**m**anagement-**S**ystem. Here, either the TIM system and its database or a different external DMS can be selected.
Schema	Only necessary when an external DMS is used. In this case, the schema in which the document should be saved is chosen.