

# Document

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# Introduction

Following chapter describes document-related feature

Click "Document" under Employee menu to access dashboard

employee-document-en.png

Following is a sample of document dashboard

The chapter describes features available within the dashboard.

document-en.png

# Create Document

Click "New Document" on upper right corner of document table

document-create-en.png

When document modal appears, enter all information and click "Create" button

document-create-document-en.png

# Update Document

Click "Update" button to the right of the document

document-update-en.png

When document modal appears, update information and click "Update" button

document-update-document-en.png

# View Document

Click "View" button to the right of the document

document-view-en.png

Document modal appears

document-view-document-en.png

# Download Document

Click "Download" button to the right of the document to trigger download

document-download-en.png

# Delete Document

Click "Delete" button to the right of the document

document-delete-en.png

When document modal appears, click "Delete" button to confirm deletion

document-delete-document-en.png