

How do I add documents to a task?

1. Right-click on a task and select **Edit task...**

The screenshot shows the 'Task details' dialog box with the 'Documents' tab selected. At the top, there are tabs for 'General', 'Task description', 'Documents', 'Parts', and 'Extra'. Below the tabs, there are three buttons: 'New...', 'Link from documents...', and 'Actions...' with a dropdown arrow. To the right of these buttons is the text 'Drag and drop documents in the box below'. Below this is a table with columns 'Name', 'Size', and 'Linked'. The table is currently empty, displaying 'No records available.' At the bottom of the dialog, there are three buttons: 'Save', 'Save & close', and 'Close'.

<input type="checkbox"/>	Name	Size	Linked
No records available.			

2. Go to the tab **Documents**.
3. Click on **New...** and select the document.
4. Click on **Save & close**.

The option **Link from documents...** makes it possible to add a document from the module Documents.

Revision #2

Created 2024-11-08 13:51:59 UTC by Peter van Driel

Updated 2024-11-08 13:53:08 UTC by Peter van Driel