

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. At the bottom of the dialog box, there are three buttons: 'Save', 'Save & close', and 'Close'.

	Name	Size	Linked
<input type="checkbox"/>			
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.

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