

Documents

The documentary SaltOS manager, allows you to organize and share your documents and files.

You can relate the documents uploaded with a client or project to maintain a perfect organization of your documentation.

The documents will not be uploaded loose, but can group them as if they were folders. This way you can save multiple versions of a document or multiple documents for the same purpose.

Listing

The list will show the most important parameters of the different file folders or containers. The last two columns, *NC* and *NF*, We show the number of comments and the number of files in the folder respectively.




Listado de favoritos - Suite de Gestión Empresarial - SaltOS v3.1.7648						
Opciones de filtro						
URL						
Ref.	URL	Nombre	Descripción	Fecha y hora		
00101	http://www.saltos.org/portal/en/tweets/101/new-help-in-applications	New Help In Applications Saltos - Tweets - The SaltOS project	The SaltOS project, http://www.saltos.net, Josep Sanz Campderós	2015-03-18 02:20:45		
00100	http://www.saltos.org/portal/en/tweets/100/new-help-in-applications	hellus. Nunc lectus pede, ultrices a, auctor non, feugiat nec,	pulvinar arcu et pede. Nunc sed orci lobortis augue scelerisque mollis. Phasellus	2015-02-12 02:00:35		
00099	http://www.saltos.org/portal/en/tweets/99/new-help-in-applications	id, ante. Nunc mauris sapien, cursus in, hendrerit consectetur,	vel, mauris. Integer sem elit, pharetra ut, pharetra sed, hendrerit a, arcu. Sed et libero. Proin mi. Aliquam	2015-02-12 02:00:35		
00098	http://www.saltos.org/portal/en/tweets/98/new-help-in-applications	prociat vehicula risus. Nulla eget	in faucibus. Morbi vehicula. Pellentesque tristique tempus risus. Donec egestas. Duis	2015-02-12 02:00:35		
00097	http://www.saltos.org/portal/en/tweets/97/new-help-in-applications	lacus. Ut nec urna et arcu	neque sed dictum eleifend, nunc risus varius orci, in consequat	2015-02-12 02:00:35		
00096	http://www.saltos.org/portal/en/tweets/96/new-help-in-applications	nec tempus scelerisque, lorem ipsum sodales	arcu. Aliquam ultrices lacus odio. Nam interdum enim non nisi. Aenean eget	2015-02-12 02:00:35		
00095	http://www.saltos.org/portal/en/tweets/95/new-help-in-applications	eget nisi dictum augue malesuada malesuada.	in scelerisque scelerisque dui. Suspendisse ac metus vitae velit egestas lacinia. Sed	2015-02-12 02:00:35		
00094	http://www.saltos.org/portal/en/tweets/94/new-help-in-applications	Mauris vel turpis. Aliquam adipiscing lobortis risus. In mi	eu eros. Nam consequat dolor vitae dolor. Donec fringilla. Donec feugiat metus sit amet ante. Vivamus non	2015-02-12 02:00:35		
00093	http://www.saltos.org/portal/en/tweets/93/new-help-in-applications	inceptos hymenaeos. Mauris ut quam vel sapien imperdiet	magna. Suspendisse tristique neque venenatis lacus. Etiam bibendum fermentum metus. Aenean sed	2015-02-12 02:00:35		
00092	http://www.saltos.org/portal/en/tweets/92/new-help-in-applications	libero mauris, aliquam eu, accumsan sed, facilisis vitae, orci.	magis dis parturient montes, nascetur ridiculus mus. Proin vel arcu eu odio tristique	2015-02-12 02:00:35		
00091	http://www.saltos.org/portal/en/tweets/91/new-help-in-applications	pede blandit congue. In scelerisque scelerisque dui. Suspendisse	Quisque tristique pede ac urna. Ut tristique vehicula risus. Nulla eget	2015-02-12 02:00:35		
00090	http://www.saltos.org/portal/en/tweets/90/new-help-in-applications	in consequat enim diam vel arcu. Curabitur ut	ac, fermentum vel, mauris. Integer sem elit, pharetra ut, pharetra sed, hendrerit a, arcu. Sed	2015-02-12 02:00:35		
00089	http://www.saltos.org/portal/en/tweets/89/new-help-in-applications	pede sagittis augue, eu tempor	consequat purus. Maecenas libero est, congue a, aliquet vel, vulputate eu, odio. Phasellus at	2015-02-12 02:00:35		
00088	http://www.saltos.org/portal/en/tweets/88/new-help-in-applications	Aliquam erat volutpat. Nulla facilisis. Suspendisse commodo	dui. Fusce diam nunc, ullamcorper eu, egestas ac, fermentum vel, mauris. Integer sem	2015-02-12 02:00:35		
00087	http://www.saltos.org/portal/en/tweets/87/new-help-in-applications	tempor augue ac ipsum. Phasellus vitae	aliquam adipiscing lacus. Ut nec urna et arcu imperdiet ullamcorper.	2015-02-12 02:00:35		
00086	http://www.saltos.org/portal/en/tweets/86/new-help-in-applications	Aliquam gravida mauris ut mi.	Etiam ligula tortor, dictum eu, placerat eget, venenatis a, magna. Lorem ipsum dolor sit amet,	2015-02-12 02:00:35		
00085	http://www.saltos.org/portal/en/tweets/85/new-help-in-applications	libero mauris, aliquam eu, accumsan sed, facilisis vitae, orci.	fames ac turpis egestas. Fusce aliquet magna a neque. Nullam ut nisi a odio semper cursus. Integer mollis	2015-02-12 02:00:35		
00084	http://www.saltos.org/portal/en/tweets/84/new-help-in-applications	id sapien. Cras dolor dolor, tempus non, lacinia at,	Nam consequat dolor vitae dolor. Donec fringilla. Donec feugiat metus sit amet ante. Vivamus non lorem	2015-02-12 02:00:35		
00083	http://www.saltos.org/portal/en/tweets/83/new-help-in-applications	scelerisque neque sed sem egestas blandit. Nam nulla magna,	nunc interdum feugiat. Sed nec metus facilisis lorem tristique aliquet. Phasellus fermentum convalis	2015-02-12 02:00:35		
00082	http://www.saltos.org/portal/en/tweets/82/new-help-in-applications	nunc ac metis ornare, lectus ante	luctus sit amet, faucibus ut, nulla. Cras eu tellus eu augue pretium interdum	2015-02-12 02:00:35		
00081	http://www.saltos.org/portal/en/tweets/81/new-help-in-applications	sed consequat auctor, nunc nulla vulputate dui, nec tempus	nulla. Integer vulputate, risus a ultrices adipiscing, enim in tempor lorem, eget mollis lectus pede et risus.	2015-02-12 02:00:35		
00080	http://www.saltos.org/portal/en/tweets/80/new-help-in-applications	pharetra, fella eget varius ultrices, mauris	dolor sit amet, consectetur adipiscing elit. Aliquam auctor, velit eget laoreet posuere, enim	2015-02-12 02:00:35		
00079	http://www.saltos.org/portal/en/tweets/79/new-help-in-applications	Nunc ut erat. Sed nunc est, mollis non, cursus non,	Curabitur egestas nunc sed libero. Proin sed turpis nec mauris blandit mattis.	2015-02-12 02:00:35		
00078	http://www.saltos.org/portal/en/tweets/78/new-help-in-applications	id, libero. Donec consectetur mauris id sapien. Cras dolor dolor,	quis lectus. Nullam suscipit, est ac facilisis facilisis, magna tellus faucibus leo, in lobortis tellus justo sit	2015-02-12 02:00:35		
00077	http://www.saltos.org/portal/en/tweets/77/new-help-in-applications	elit, pharetra ut, pharetra sed, hendrerit a, arcu. Sed	consectetur adipiscing elit. Etiam laoreet, libero et tristique pellentesque, tellus sem mollis dui, in sodales	2015-02-12 02:00:35		

- **Ref .:** Numeric code that identifies the document.
- **Date and Time:** Time when the document is uploaded for the first time.
- **Customer:** Client that is attached to the document.
- **Project:** Project that is linked document.
- **Name:** Document name.
- **NC:** Number of comments added.
- **NF:** File number added.

Remember: The documents can be arranged by dragging them to the user folder you want.

Listing Options

On each record you can perform a series of actions that are represented by the following icons:

-   : Check / Edit / Delete Record.

Filter Options

For more information about the filter options listed in the [ayuda general](#).

Form documents

This is the application documents with it can add, modify, view and download documents. The document data are classified in different tabs. Main data, comments, file attachments, data on the registry modifications and assignments to folders.

Document Info Tab

In this tab you can view and modify the main customer data. Here we relate all information fields.

Datos del cliente | Comentarios | Ficheros adjuntos | Gráficas y estadísticas | Datos del registro | Carpetas | Ayuda

Campana: [Sin campaña asociada]

Tipo de cliente: Jurídico

Nombre comer.: dapibus rutrum, justo. Praesent luctus. Cur

Nombre fiscal: enim, gravida sit amet, dapibus id, blandit at

C.I.F.: 52194421-G

(*) Mostrar como: a felis ullamcorper viverra. Maecenas iaculis

Dirección: P.O. Box 889, 4370 Vestibulum St.

País: Dominican Republic

Población: Salinas

Provincia: Prince Edward Island

Código postal: 28403

Email: ac.mattis@Phaselluslibero.com

Web: http://www.pthiyfjsv.com

Fijo: 90 839 49 91

Fax: 90 094 66 70

Movil: 669 443 578

Cuenta corriente: 2045-5431-20-9415840405

Cuenta contable: 927

Día de pago: 25

Comentarios: luctus et ultrices posuere cubilia Curae; Donec tincidunt. Donec vitae erat vel pede blandit congue. In scelerisque scelerisque dui.

+ Añadir contacto + Añadir acta + Añadir evento Editar Volver

- **Customer:** To link the document to a particular customer.
- **Project:** To link the document to a particular project.
- **Name (*):** File name.
- **Description (*):** Description of the file contents.

(*) Required when creating or modifying a document fields.

Creation

When creating a new container or folder, enter the name and description. Remember to enter meaningful names as these will facilitate subsequent searches. You can optionally connect the container or folder with a client and / or project.

To add new files, click the tab *New files attachments* and specify the file by clicking the button *Select File* (The button text may vary depending on the browser or operating system). To add more files, click *Upload file* and repeat the above process.

Note that the number and size of files can be limited by the characteristics of the server on which SaltOS is staying. If you experience problems when uploading files, try uploading them one at a time and verify that the size of the same does not exceed the capabilities of the server.

Modification

Modifying a folder or file container, allows you to modify the same parameters as in the process of creation. Additionally you can add a comment.

To add more files, click *New files attachments*.

Consultation

Query mode allows you to query data from the folder as well as download attachments.

For direct access to detailed customer or related project, click the button next to the corresponding drop-down.

To individually download attachments, click the button *Download* listing, dentro tab *Attachments*. To download multiple files, mark the *checkbox* relevant and click *Download selected files*. Opens a compressed file format *ZIP* that contain the selected files.

To consult on file with the internal viewer SaltOS click *PDF Viewer*. Please note that the file format must be a document or image.

Comments Tab

For more information about the filter options listed in the [ayuda general](#).

Attachments tab

For more information about the filter options listed in the [ayuda general](#).

New comments tab

For more information about the filter options listed in the [ayuda general](#).

New Files Tab

For more information about the filter options listed in the [ayuda general](#).

Registry Data Tab

For more information about the filter options listed in the [ayuda general](#).

Tab Folders

For more information on Folder Options [ayuda general](#).