Files



Otto Ebenbichler recommends:

"You can upload documents in almost any type of file.

Modern browsers also support a drag & drop option: i.e. you can click on a document on your desktop (press and hold left mouse button) and draw the document directly into the system. That shortened working time!"

user manual

impress

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menue icons

- † public access
- observer permission
- descending order
- ascending order
- individual order
- close/open menue

command bar

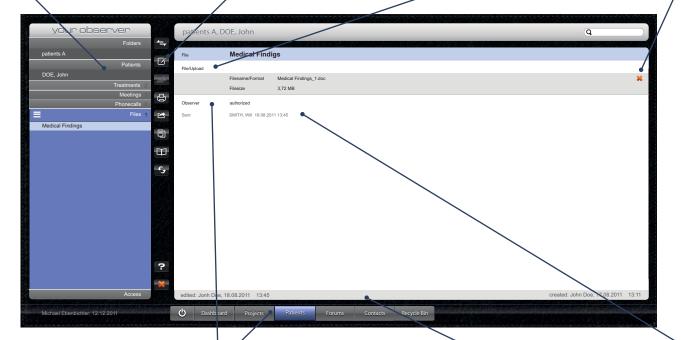
- create new file
- print content
- send content as an email
- duplicates treatment
- patient file
- refresh platform
- download manual
- 🗱 delete all data

file/upload

A single mouse click on "file/ upload" allows you to import individual documents. Modern browsers also support a drag & drop system: click on a document on your desktop, hold down the left mouse button and drag the file into the grey content area.

delete document

A mouse click on the small cross symbol 💢 deletes a document. This moves the document to the module "Recycle Bin". This module is visible and maintainable only for the System Manager.



observer

With "Observer" you decide whether users with observer permission are "not authorized" (default setting) or "authorized" to see these content data.

modules

This gray bar shows the modules vou are allowed to work with. With one simple mouse click on a module title you switch to the desired module. The position at which you leave the module remains stored, that means by going back you will get to the same place where you have left the module.

autor information

Here you receive "log information". It is documented by whom and when the last entry dates (entry links) and by whom and when this data sheet was created (entry right).

Sent

"Sent" works automatically. Once you have sent the contents of this page by 🖾, the programm generates an entry to whom and when this content was sent.