

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 documentos - Suite de Gestión Empresarial - SaltOS v3.5 r0483										
<div>Inicio Correo Agenda RSS Perfil Soporte Acerca Cerrar</div>										
<div>General</div> <div>Inicio</div> <div>Correo electrónico</div> <div>Agenda y eventos</div> <div>Receptor de feeds RSS</div> <div>Favoritos</div> <div>Documentos</div> <div>Mi perfil</div> <div>Soporte técnico</div> <div>Acerca de SaltOS</div> <div>Cerrar sesión</div>	Listado de documentos									
	Opciones de filtro									
	Nuevo documento									
	Buscar									
	Q Buscar Reset									
		Cód.	Usuario	Fecha y hora	Cliente	Proyecto	Documento	NC	NF	
	<input type="checkbox"/>	00100	Administrador (admin)	2017-07-18 08:57:47	trncidunt. Donec vll...	sem magna nec quam...	mauris sagittis placerat. Cras dictum ultricies ligula. Nullam enim. Sed	0	0	▼
	<input type="checkbox"/>	00099	Administrador (admin)	2017-07-18 08:57:47	[Sin cliente asociad...	[Sin proyecto asocia...	primis in faucibus orci luctus et ultrices posuere cubilia Curae;	0	0	▼
	<input type="checkbox"/>	00098	Administrador (admin)	2017-07-18 08:57:47	at, libero. Morbi ac...	facilisis eget, ipso...	leo, in lobortis tellus justo	0	0	▼
	<input type="checkbox"/>	00097	Administrador (admin)	2017-07-18 08:57:47	tellus. Aenean egest...	Lorem ipsum dolor si...	mi. Aliquam gravida mauris ut mi. Duis risus odio,	0	0	▼
<input type="checkbox"/>	00096	Administrador (admin)	2017-07-18 08:57:47	adipiscing elit. Cur...	non, sollicitudin a...	rutrum lorem ac risus. Morbi metus,	0	0	▼	
<input type="checkbox"/>	00095	Administrador (admin)	2017-07-18 08:57:47	trncidunt. Donec vll...	sem magna nec quam...	pede ac urna. Ut trncidunt vehicula risus,	0	0	▼	
<input type="checkbox"/>	00094	Administrador (admin)	2017-07-18 08:57:47	ligula. Donec luctus...	Donec non justo. Pro...	Mauris magna. Duis dignissim tempor arcu. Vestibulum ut eros non	0	0	▼	
<input type="checkbox"/>	00093	Administrador (admin)	2017-07-18 08:57:47	[Sin cliente asociad...	[Sin proyecto asocia...	Suspendisse aliquet molestie tellus. Aenean	0	0	▼	
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<input type="checkbox"/>	00091	Administrador (admin)	2017-07-18 08:57:47	[Sin cliente asociad...	[Sin proyecto asocia...	magna a neque. Nullam ut nisi a odio semper	0	0	▼	
<input type="checkbox"/>	00090	Administrador (admin)	2017-07-18 08:57:47	ligula. Donec luctus...	Donec non justo. Pro...	Class aptent taciti sociosqu ad litora	0	0	▼	
<input type="checkbox"/>	00089	Administrador (admin)	2017-07-18 08:57:47	at, libero. Morbi ac...	facilisis eget, ipso...	Aliquam trncidunt, nunc ac mattis ornare, lectus ante	0	0	▼	
<input type="checkbox"/>	00088	Administrador (admin)	2017-07-18 08:57:47	adipiscing elit. Cur...	non, sollicitudin a...	tellus id nunc interdum feugiat. Sed nec metus facilisis	0	0	▼	
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<input type="checkbox"/>	00084	Administrador (admin)	2017-07-18 08:57:47	at, libero. Morbi ac...	facilisis eget, ipso...	pede, malesuada vel, venenatis vel, faucibus	0	0	▼	
<input type="checkbox"/>	00083	Administrador (admin)	2017-07-18 08:57:47	trncidunt. Donec vll...	sem magna nec quam...	sem eget massa. Suspendisse eleifend. Cras sed leo,	0	0	▼	
<input type="checkbox"/>	00082	Administrador (admin)	2017-07-18 08:57:47	tellus. Aenean egest...	Lorem ipsum dolor si...	facilisis vitae, orci. Phasellus dapibus quam quis	0	0	▼	
<input type="checkbox"/>	00081	Administrador (admin)	2017-07-18 08:57:47	tellus. Aenean egest...	Lorem ipsum dolor si...	sit amet, dapibus id, blandit	0	0	▼	
<input type="checkbox"/>	00080	Administrador (admin)	2017-07-18 08:57:47	adipiscing elit. Cur...	non, sollicitudin a...	ut eros non enim commodo hendrerit. Donec porttitor tellus	0	0	▼	
<input type="checkbox"/>	00079	Administrador (admin)	2017-07-18 08:57:47	consectetur adipisc...	Etiam imperdiet dict...	aliquam laculis, lacus pede sagittis augue, eu tempor erat neque	0	0	▼	
<input type="checkbox"/>	00078	Administrador (admin)	2017-07-18 08:57:47	consectetur adipisc...	Etiam imperdiet dict...	ullamcorper eu, euismod ac, fermentum vel, mauris. Integer sem elit,	0	0	▼	
<input type="checkbox"/>	00077	Administrador (admin)	2017-07-18 08:57:47	Integer aliquam adip...	mauris sit amet lore...	luctus aliquet odio. Etiam ligula tortor, dictum eu,	0	0	▼	
<input type="checkbox"/>	00076	Administrador (admin)	2017-07-18 08:57:47	at, libero. Morbi ac...	facilisis eget, ipso...	conque a, aliquet vel, vulgutate eu, odio. Phasellus at augue	0	0	▼	
<input type="checkbox"/>	00075	Administrador (admin)	2017-07-18 08:57:47	tellus. Aenean egest...	Lorem ipsum dolor si...	sodales nisi magna sed dui. Fusce aliquam,	0	0	▼	
<input type="checkbox"/>	00074	Administrador (admin)	2017-07-18 08:57:47	consectetur adipisc...	Etiam imperdiet dict...	Donec nibh. Quisque nonummy ipsum non arcu. Vivamus sit	0	0	▼	
<input type="checkbox"/>	00073	Administrador (admin)	2017-07-18 08:57:47	consectetur adipisc...	Etiam imperdiet dict...	ac nulla. In trncidunt conque turpis. In condimentum,	0	0	▼	

- **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.

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

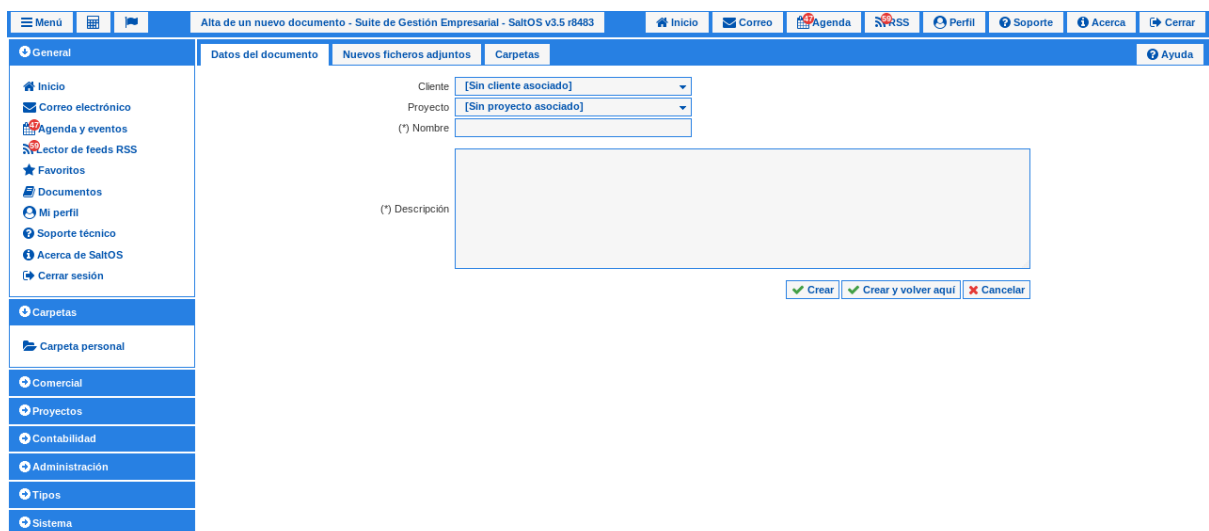
For more information about the filter options listed in the [ayuda general](#).

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, ...

Document Info Tab

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



- **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](#).