How to add documents in the actions?

Corporate Tracking Support

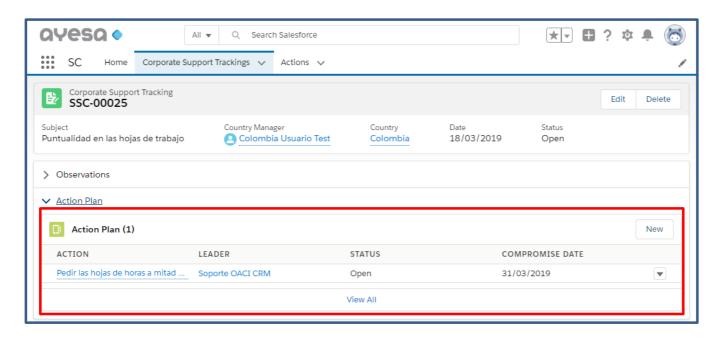Knowledge
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- **<u>Actions</u>**

Actions are the activities to be carried out as a result of an application and the observations it contains.

The actions can only be created/modified by the Corporate Directorate General, so that all the action has established a date of commitment.
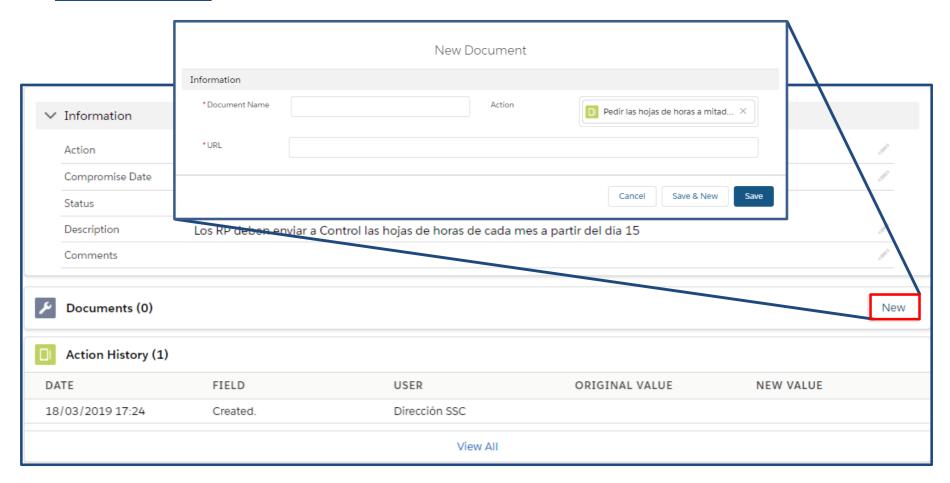
- **Add documents**

Within an action you can include or bind a document related to the same action.

- **Add documents**

New Document

Information

| *Document Name | | Action | Pedir las hojas de horas a mitad... ✕ |

*URL

Cancel | Save & New | Save

Information

Action

Compromise Date

Status

Description — Los RP deben enviar a Control las hojas de horas de cada mes a partir del día 15

Comments

Documents (0) — New

Action History (1)

DATE	FIELD	USER	ORIGINAL VALUE	NEW VALUE
18/03/2019 17:24	Created.	Dirección SSC		

View All

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- **Add documents**

1. **Document name:** Title/document name.
2. **URL:** Link where the document is located.
3. **Action:** The subject of the action to which the document belongs.

For more information, refer to the SSC user manual

https://ayesaoaci--c.eu8.visual.force.com/resource/1560180032000/Manual_de_Usuario_SSC_Ingles

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