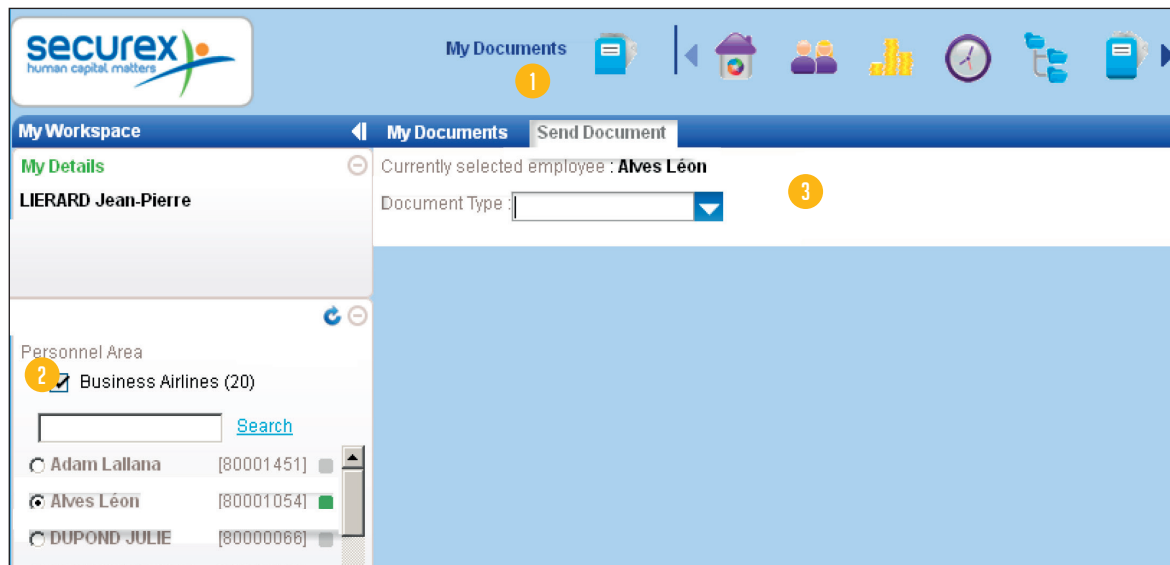

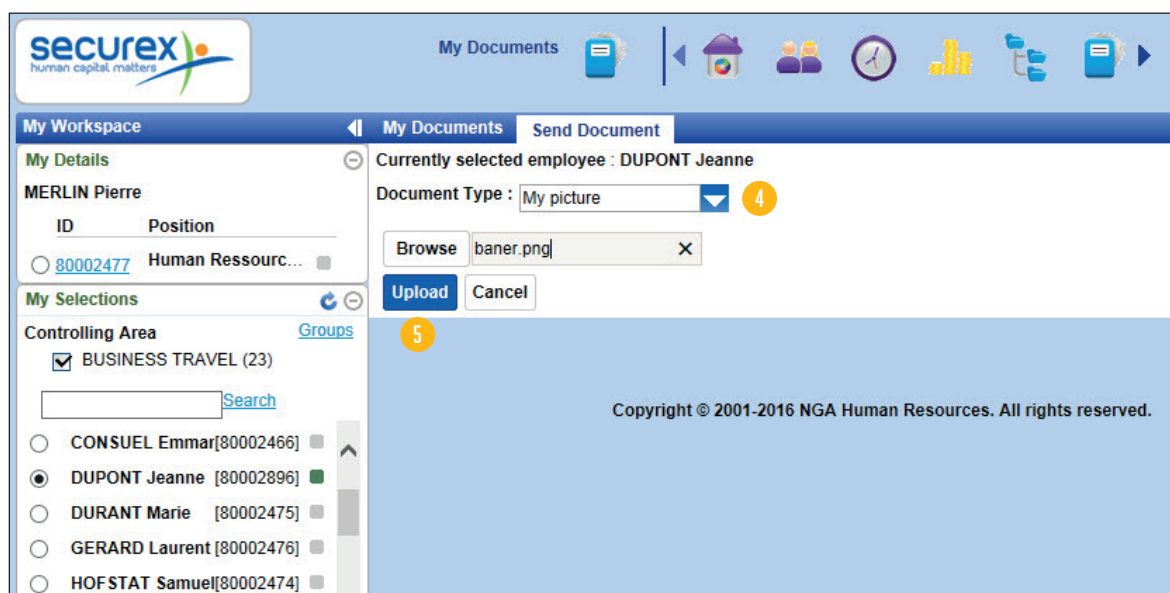


ADD A DOCUMENT MANAGER & HR

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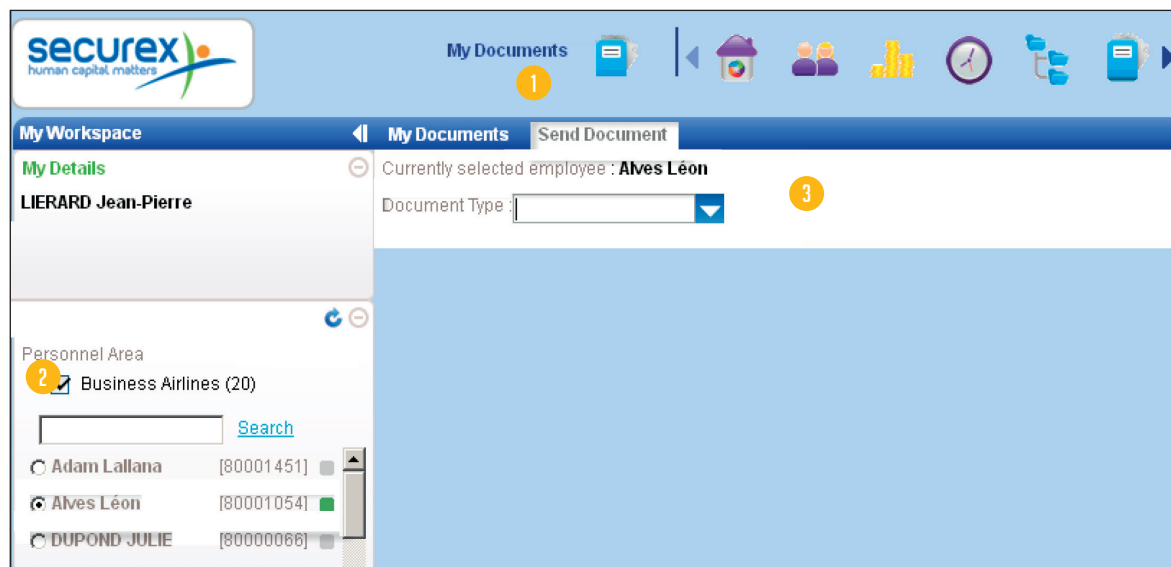
- 1 Navigate to **My Documents** > **Send document**.
- 2 Select the relevant employee. Depending on your rights you have the option to select all employees (Hradmin), or only your team members (Manager).
- 3 Click  to visualize the employee selection.




- 4 In **Document Type**, select the closest field to your query.
- 5 Click **Upload**.

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- 1 Navigate to My Documents and select the appropriate employee.
- 2 Choose one of the options  to select the information relating only to the employee in question and to preview the document.
- 3 Don't forget to select the document and click [Download](#).