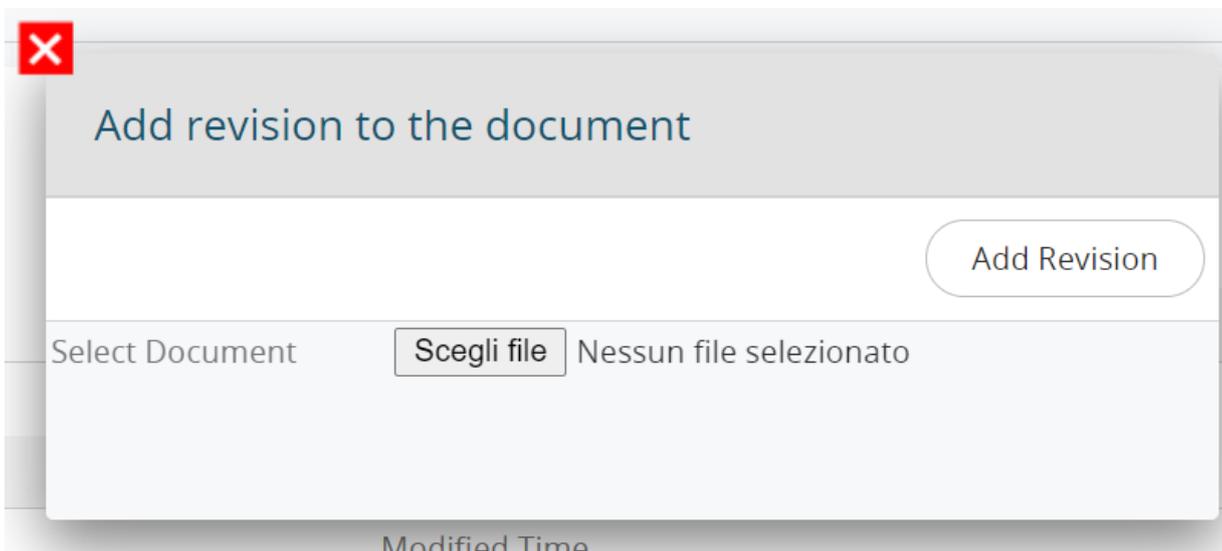
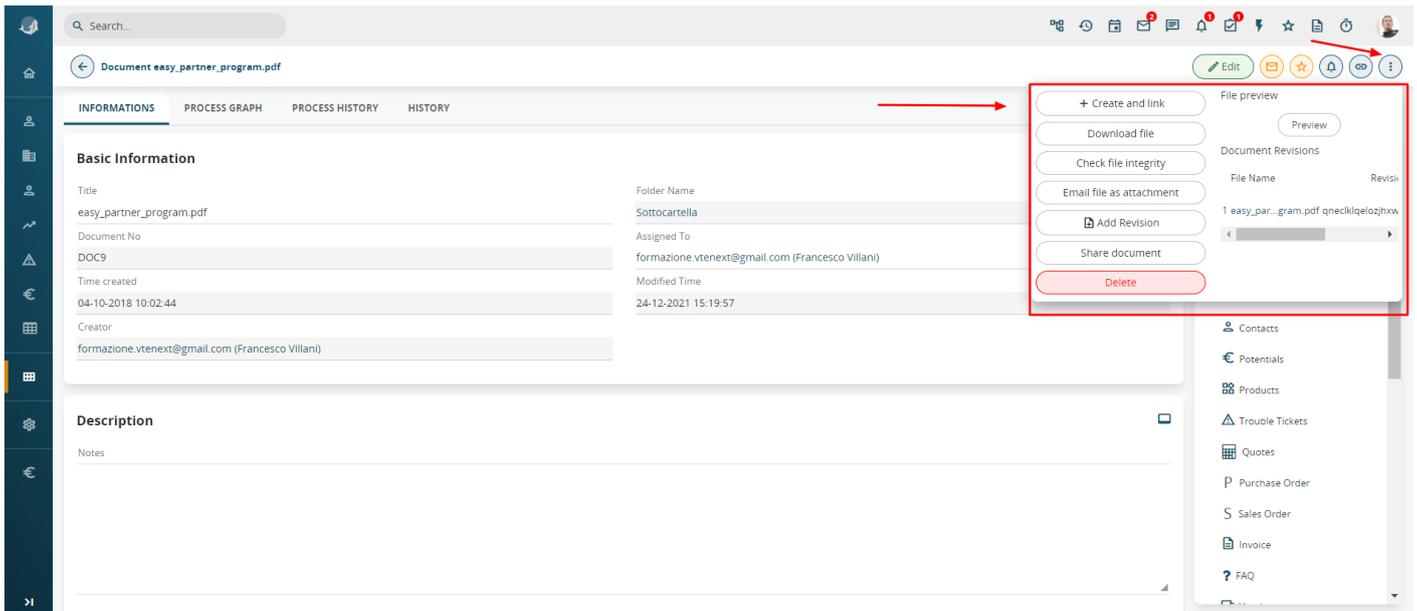


5.6.1 Documents revision and sharing

Document revisions can be managed by means of the “Add Revision” button in the OTHER tab.



Once the revision is created, the list of previous versions will be available in the OTHER tab.

The screenshot shows a document management system interface. At the top, there is a search bar and a navigation menu. The main content area is titled "Document easy_partner_program.pdf" and has tabs for "INFORMATIONS", "PROCESS GRAPH", "PROCESS HISTORY", and "HISTORY". The "INFORMATIONS" tab is active, displaying "Basic Information" and "Description".

Basic Information

Title	easy_partner_program.pdf	Folder Name	Sottocartella
Document No	DOC9	Assigned To	formazione.vtenext@gmail.com (Francesco Villani)
Time created	04-10-2018 10:02:44	Modified Time	07-01-2022 11:24:34
Creator	formazione.vtenext@gmail.com (Francesco Villani)		

Description

A context menu is open over the document, showing options: "+ Create and link", "Download file", "Check file integrity", "Email file as attachment", "Add Revision", "Share document", and "Delete". A red arrow points to the "Share document" option. A "File preview" window is also visible, showing a table of "Document Revisions":

File Name	Revision
2 Document..._(2).png qnecklqelozjhvw	
1 easy_par...gram.pdf qnecklqelozjhvw	

To share a document click on "Share Document" to send a link by email.

The screenshot shows an email compose window. The subject is "shared a Document". The body text is pre-filled with a sharing message:

Using the following link you can see the Document **easy_partner_program.pdf**, shared by the user .
[LINK](#)
The link is valid until 2022-01-12
VTENEXT

A red box highlights this text, and a red arrow points to it from the right. The email interface includes fields for "From", "To", "Cc", and "Add Bcc", as well as "Attachments" and "Tracking" options.

The compose new message window will open with a pre-compiled text and the link required to access the file. The link remains valid for 5 days before being disabled. Any of your contacts lacking a vtenext account can thus access the document.

Revision #1

Created 25 May 2022 17:25:51 by Alberto

Updated 6 June 2022 12:30:15 by Alberto