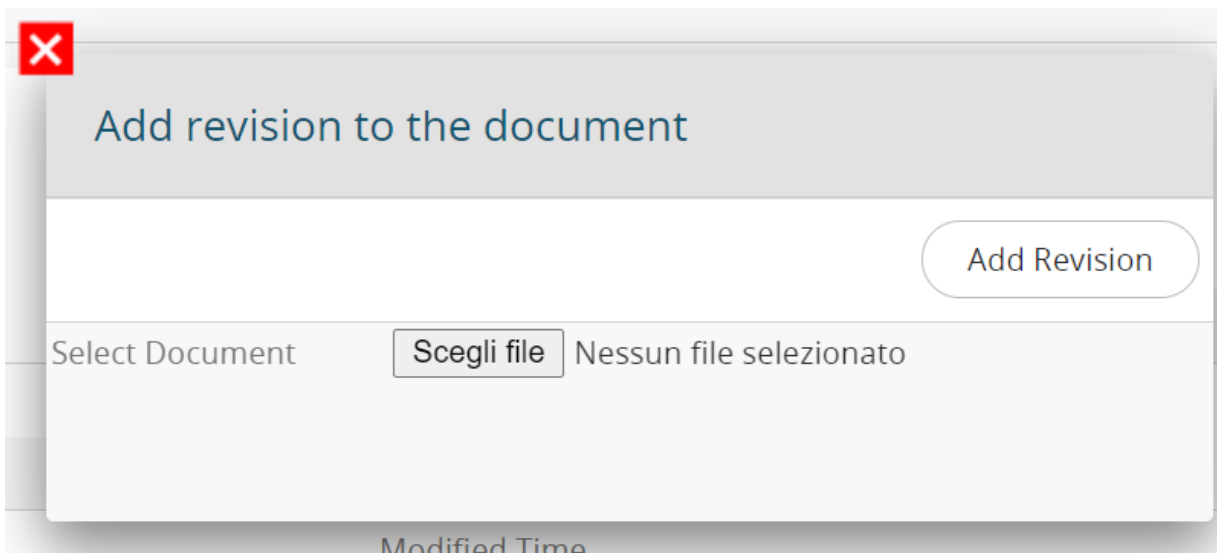
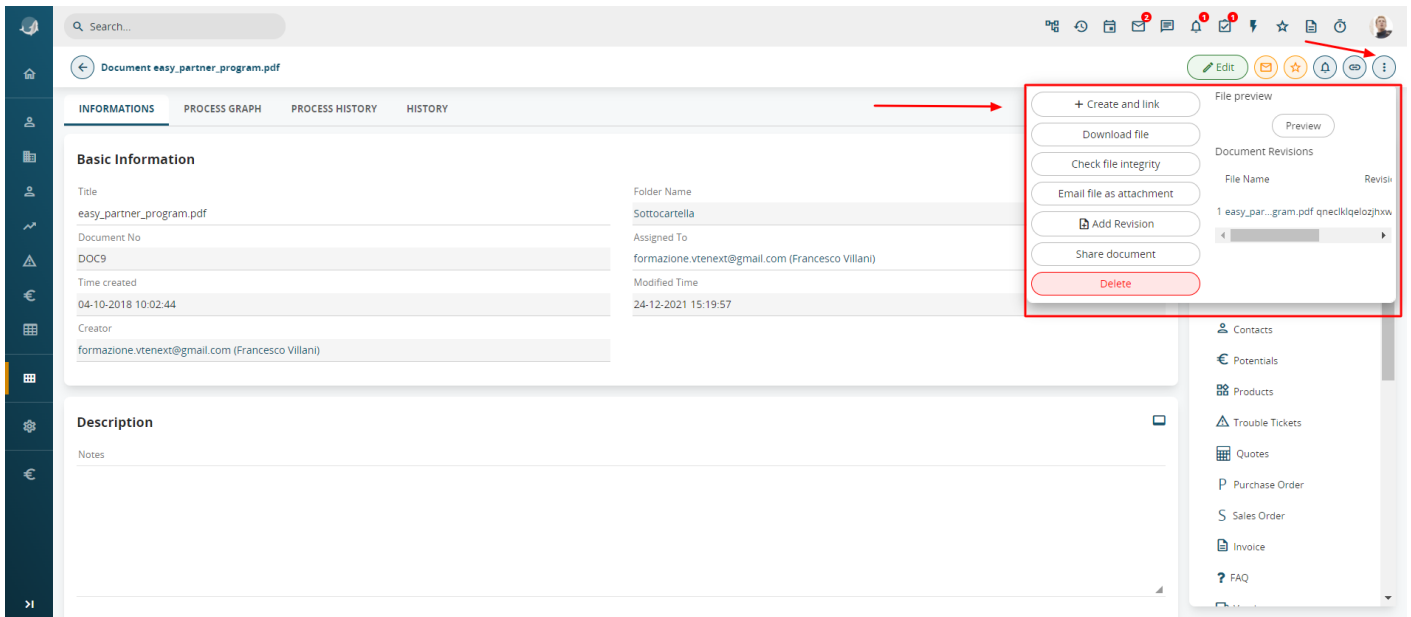


5.6.1 Documents revision and sharing

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 displays document details for 'easy_partner_program.pdf'. A context menu is open over the document, showing options like 'Create and link', 'Download file', 'Check file integrity', 'Email file as attachment', 'Add Revision', 'Share document', and 'Delete'. A red box highlights the 'Share document' option, and a red arrow points to it from the 'Edit' button in the top right. Below the document details, there is a 'Description' section and a sidebar with navigation options like 'Contacts', 'Potentials', 'Products', and 'Trouble Tickets'.

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: '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 side. The interface includes fields for 'To', 'Cc', and 'Add Bcc', as well as buttons for 'Close', 'Compose', 'Select Email Template', 'Save Draft', and 'Send'. A sidebar on the right shows document details for 'easy_partner_program.pdf'.

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.

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