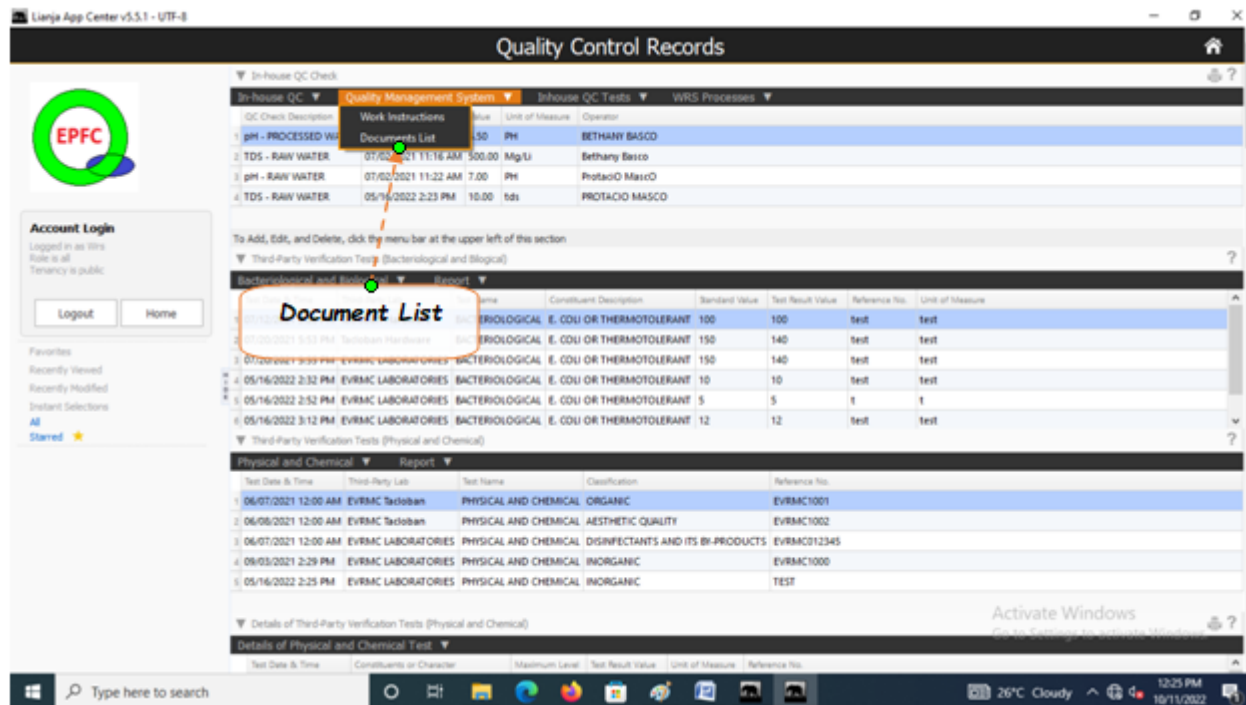


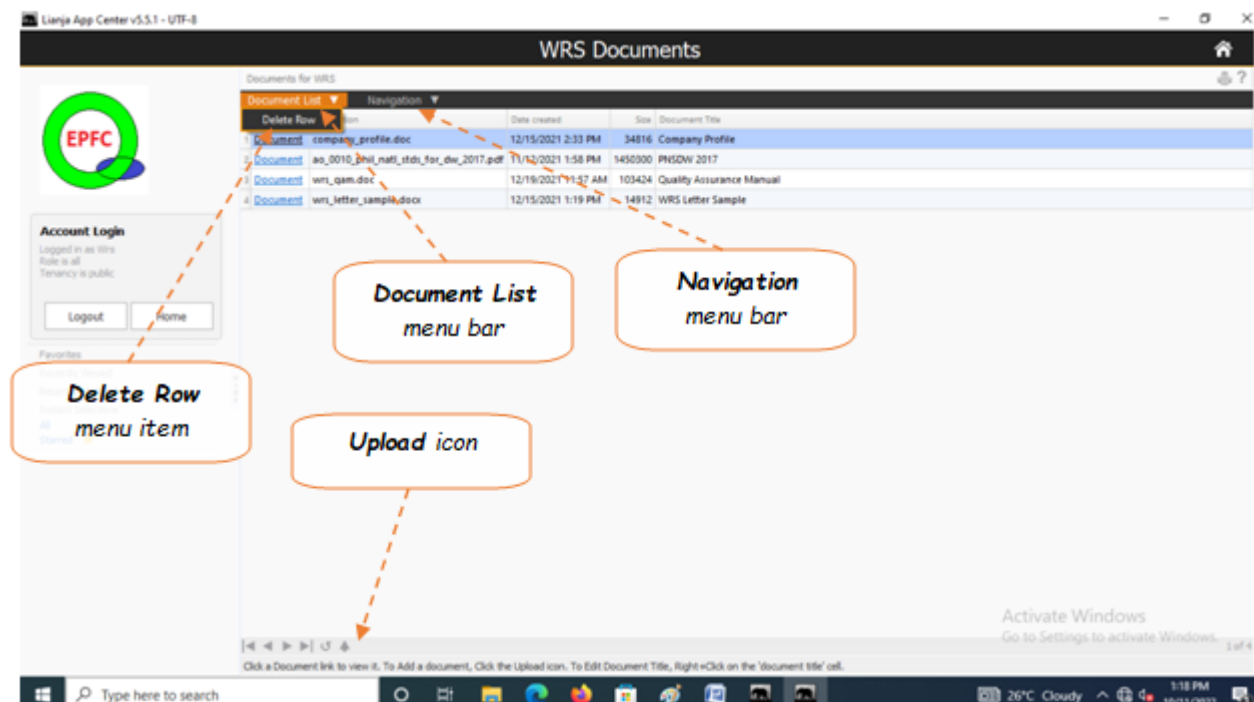
Document List

Certainly, you have documents for WRS that you want to be readily available when you want it. In this section, you can create a list of those documents.

Note: What was deleted was the link to your document. The document itself is untouched!



Clicking the menu item **Document List**, brings your screen to the Document List Page.



To upload a document

1. First, you must have the document placed in one of your folders in your PC or somewhere else in the LAN (Local Area Network);
2. Practically, any kind of files that your PC can open (PNG, JPG, BMP, PDF, DOCX, EXCEL, etc);
3. Click the **Upload icon** (UP Arrow) located at the section footer (bottom left);

4. After click of the **Upload icon**, a folder tree opens. Search for the file and select it;
5. The file will snap to the last row in the list;
6. To **Edit** the Document Title, **Right+Click** the cell of the document title you want to edit;
7. In the text box that opens, type the document title, then click Ok.
8. To refresh the list (if it has not refreshed automatically) and see the updated document title, click the refresh button, located beside the Upload button at the section footer (bottom left).

To delete a document title from the list:

1. Position the highlight bar to that title you want to delete;
2. From the Section Menu, click '**Delete Row**';
3. You will be prompted to confirm, **Yes** to Delete, **No** to abort.