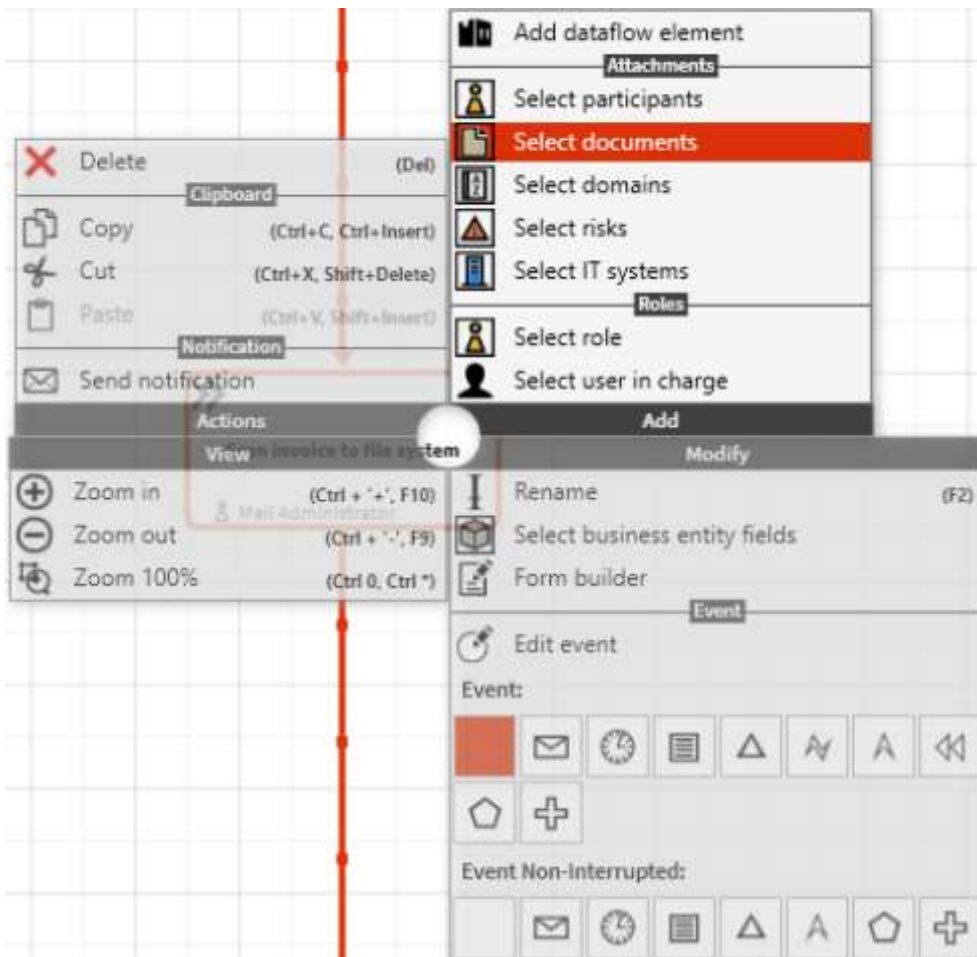


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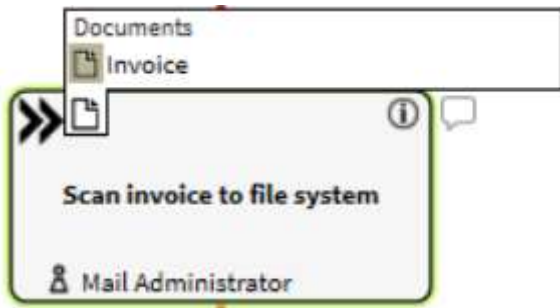
Attaching a Document

Attaching a document to a process is as easy as assigning a role. Right-click the task element to open the Quad Menu and click **Select document**. To change or remove attached documents please also use **Select document**.




Before you can attach a document to a process step, you need to select the document model first in the dialog **Manage used models**. After a document model is selected, the dialog **Select referenced document** shows all available documents in this model. Select the invoice document and click **OK**.

The attached document is displayed on the task.



Mark as input/output

In the dialogs **Select referenced documents/IT Systems/domains/etc.** you can mark referenced elements as input or output to this process step. Click the green arrow for input and the red arrow for output.

 assigning-roles-documents-and-it-systems-2017-05-23-10

Was this article helpful?

Yes

No

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