Support and Help Site – EMDESK

Introducing the Documents Manager

The ***Documents Manager*** accessible through *Documents* can help you upload documents or a new document version to the shared project document repository. Share documents with certain project users and download or checkout documents for viewing or further editing.

Use the ⊞ button to browse through the folder structures from the left side panel and to open folders. The list of documents contained in the selected folder will appear in the main area.

- To delete the entire document, including versions, click the ⊖ button at the top of the document.
- To delete a document version, click the ⊖ button inside the document version tab.
- Move the mouse cursor over the icon 🔒 to check the read/write privileges per user, but this document is considered locked.
- To download a document version click 🖼.
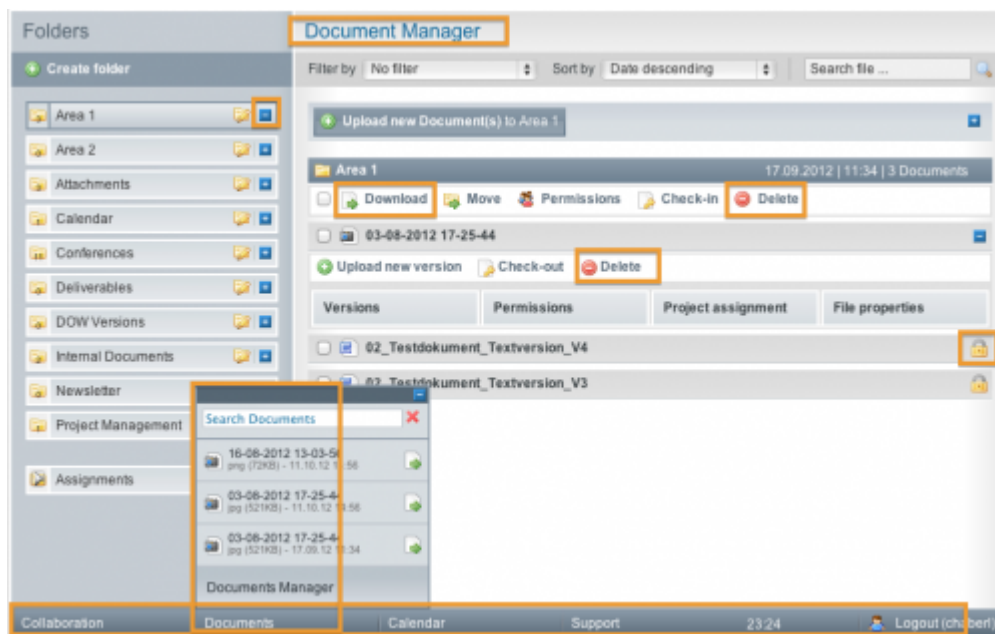
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