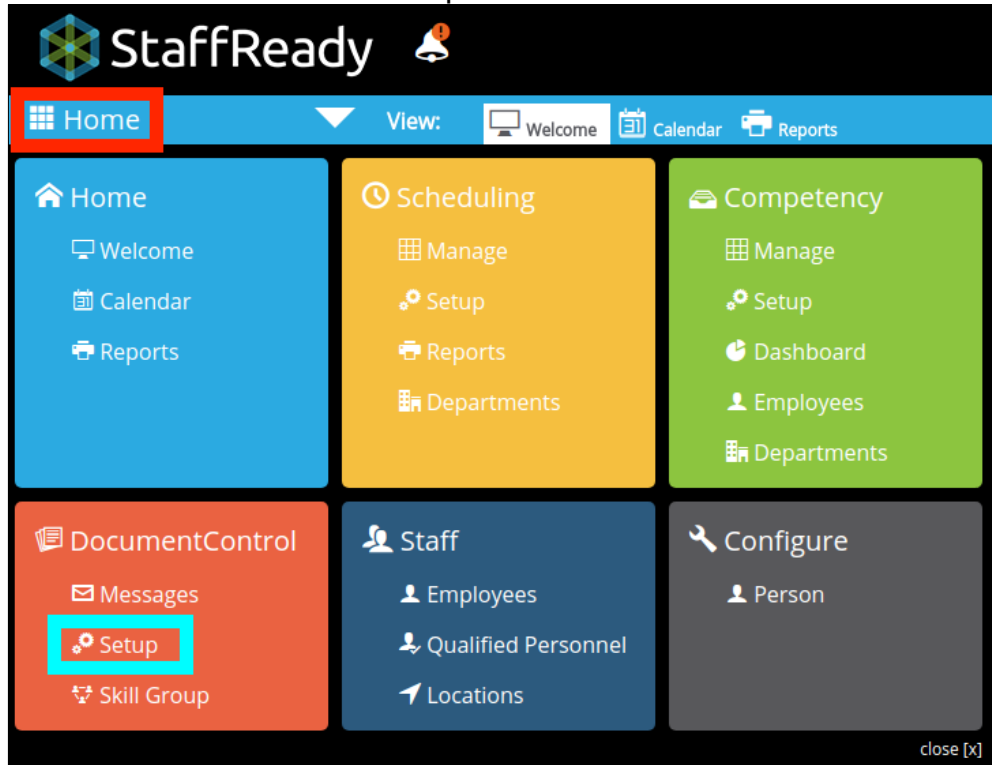


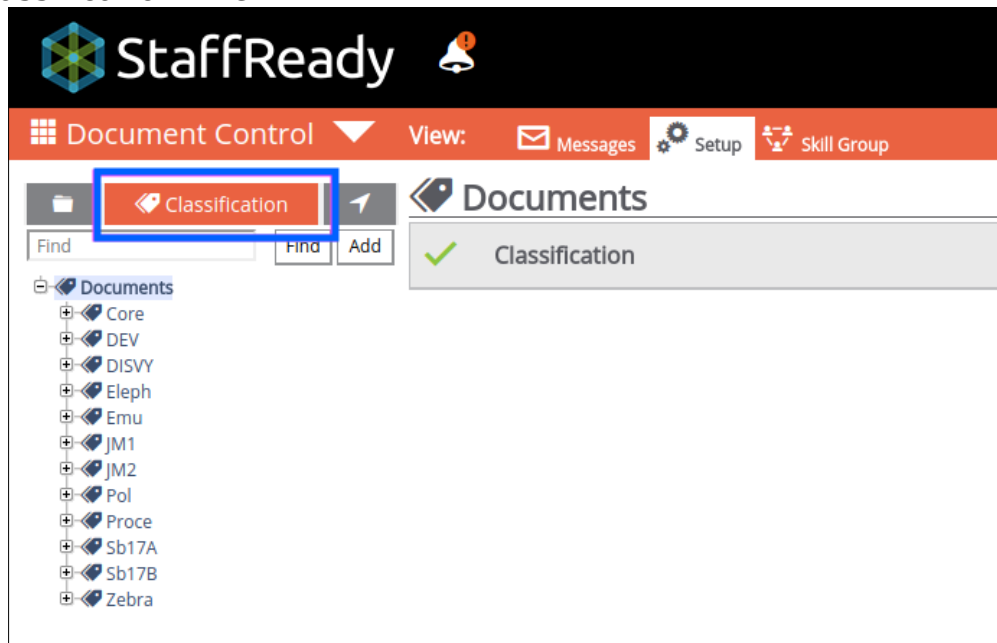
Add/manage Classifications

Add Classification

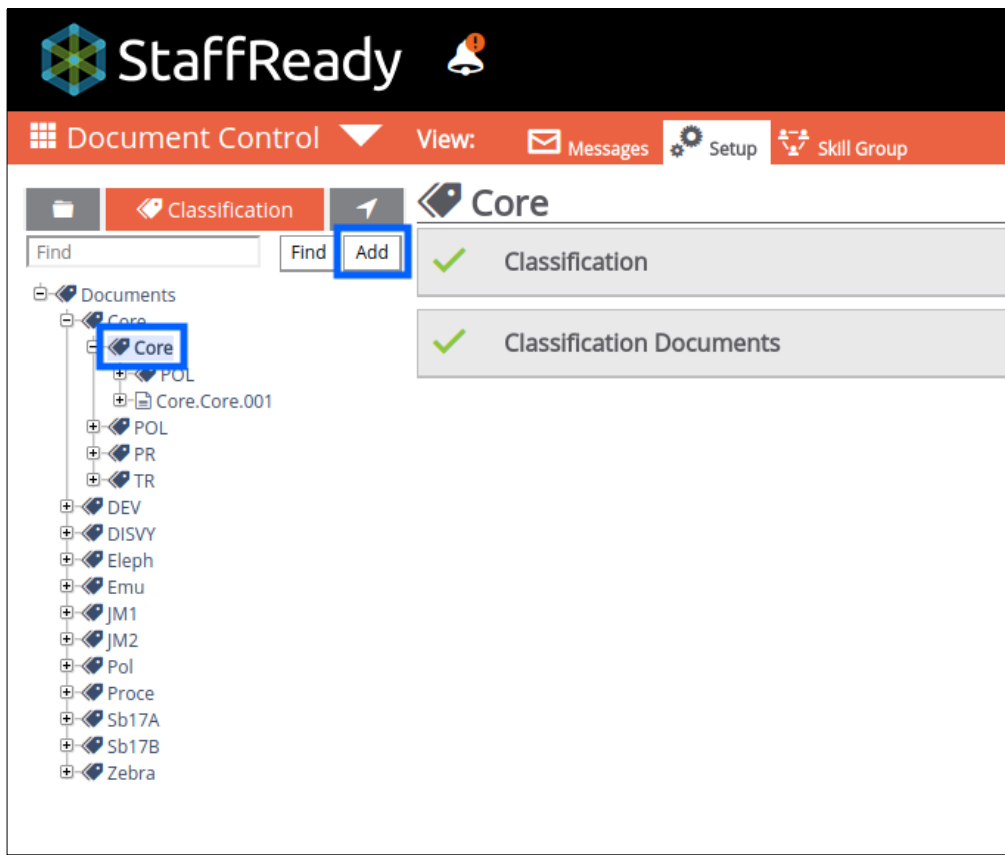
Navigate to Document Control > Setup



Select "Classification" view



Select Parent Classification from the tree (if applicable) and click "Add"

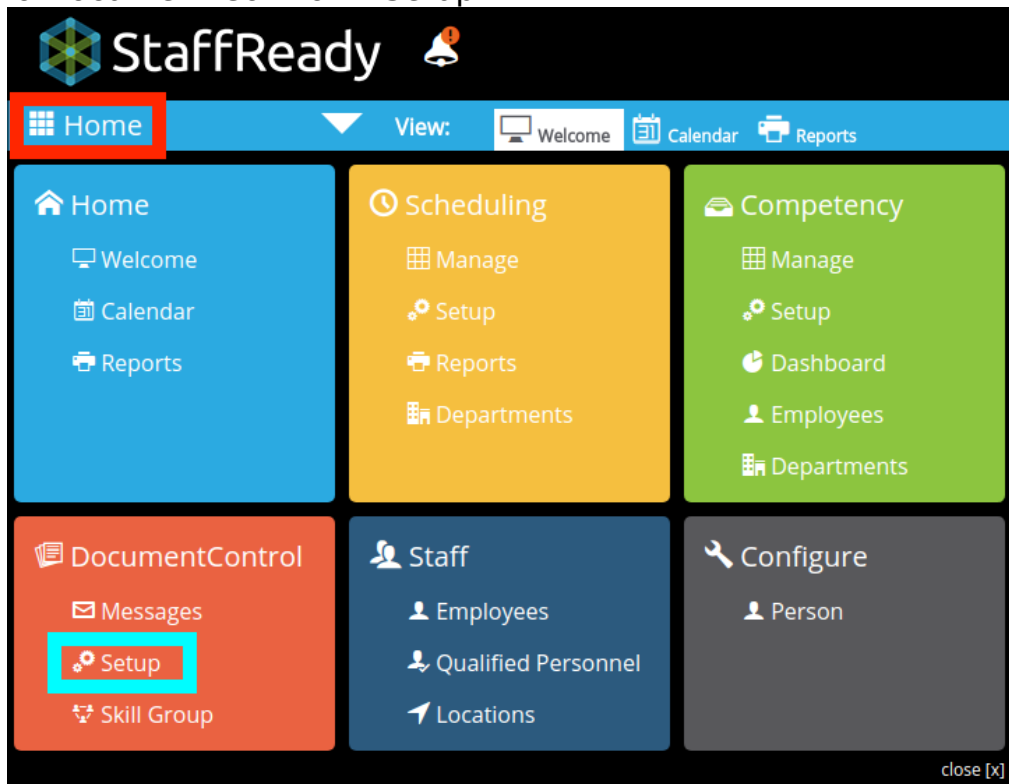


Confirm the “Classification” side tab is selected. Type the “Short ID” and any optional details into the text fields, then click “Save Changes” to create the new Classification.

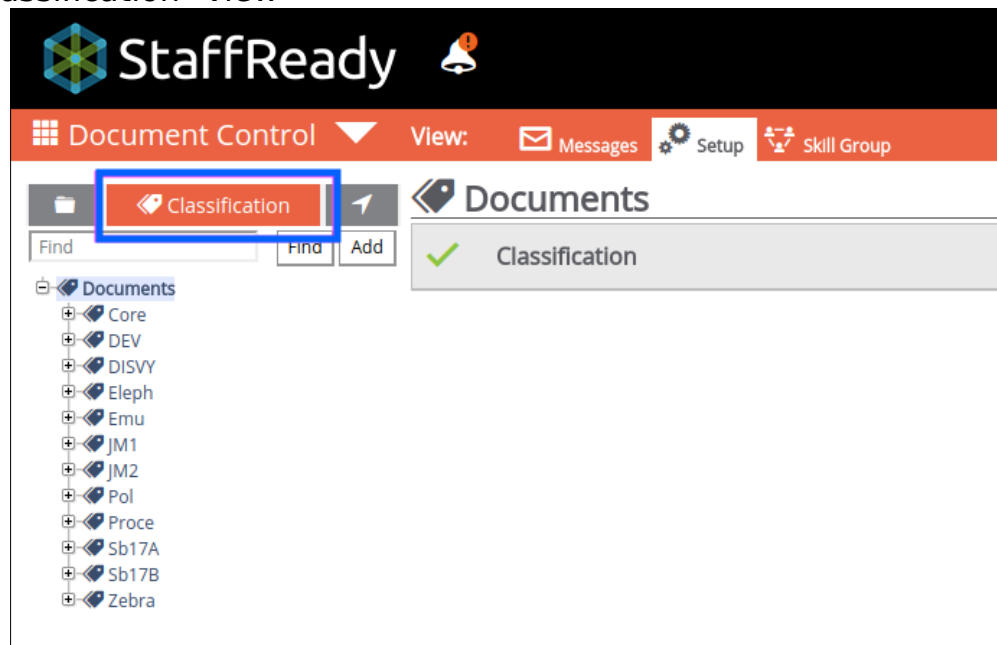
The screenshot shows the 'Add Classification' dialog box. On the left, there is a sidebar with two tabs: 'Classification' (highlighted with a red box) and 'Document'. The main area is titled 'Classification' and contains three text input fields: 'Short Id*' (with a red box around it and the text 'Core.Core.'), 'Name', and 'Description'. At the bottom, there is a 'Save Changes' button highlighted with a red box.

Edit Classification

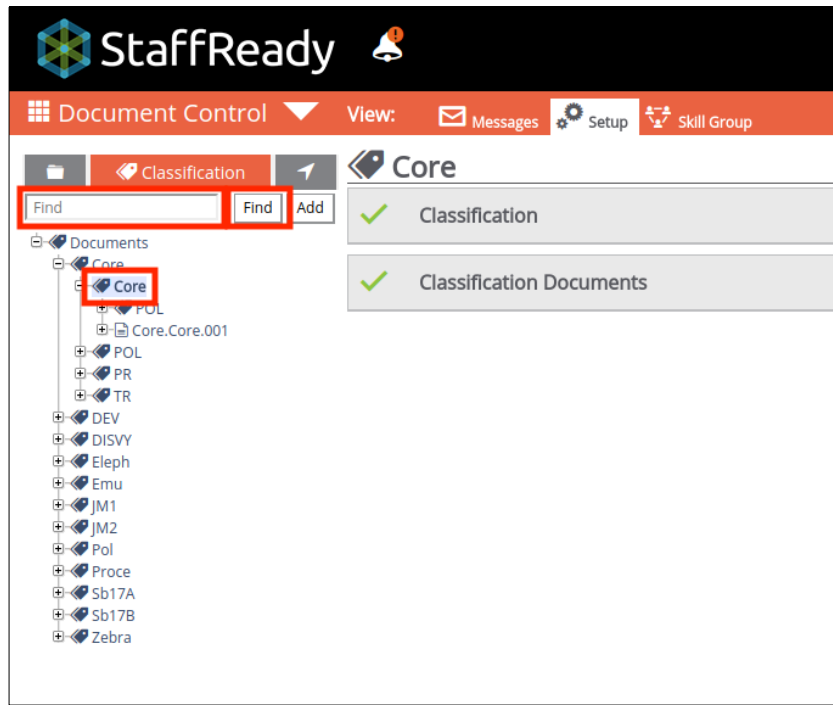
Navigate to Document Control > Setup



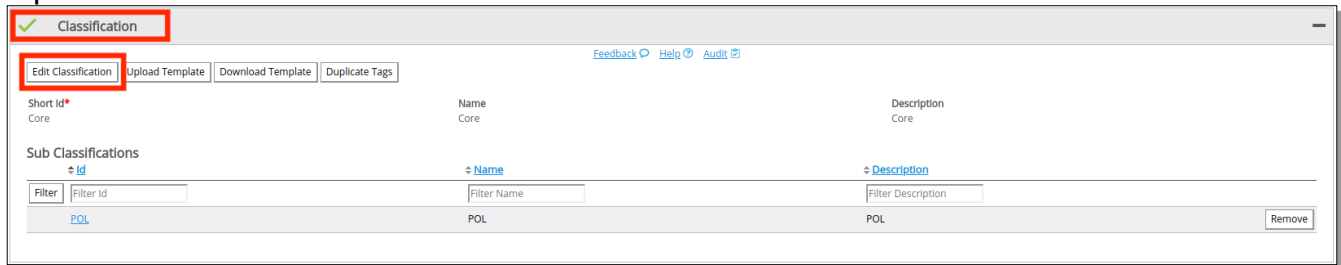
Select "Classification" view



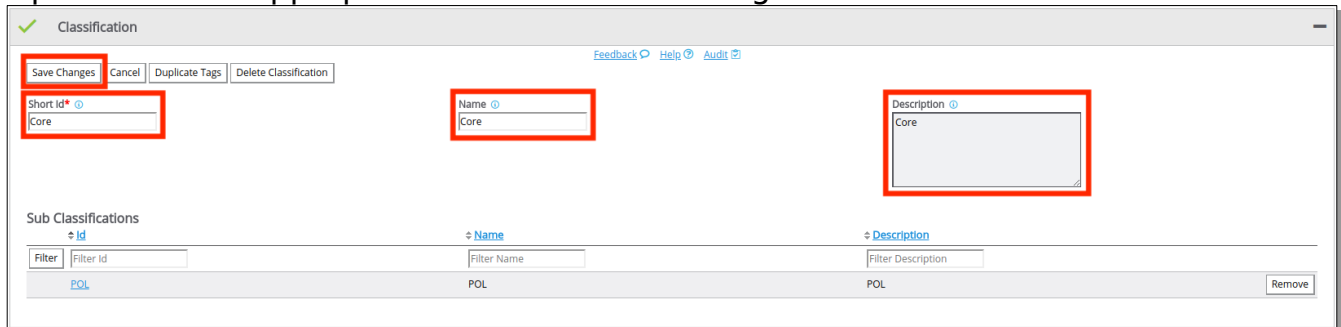
Select Classification from tree, or search in text box and click "Find"



Open "Classification" color bar & click "Edit Classification"



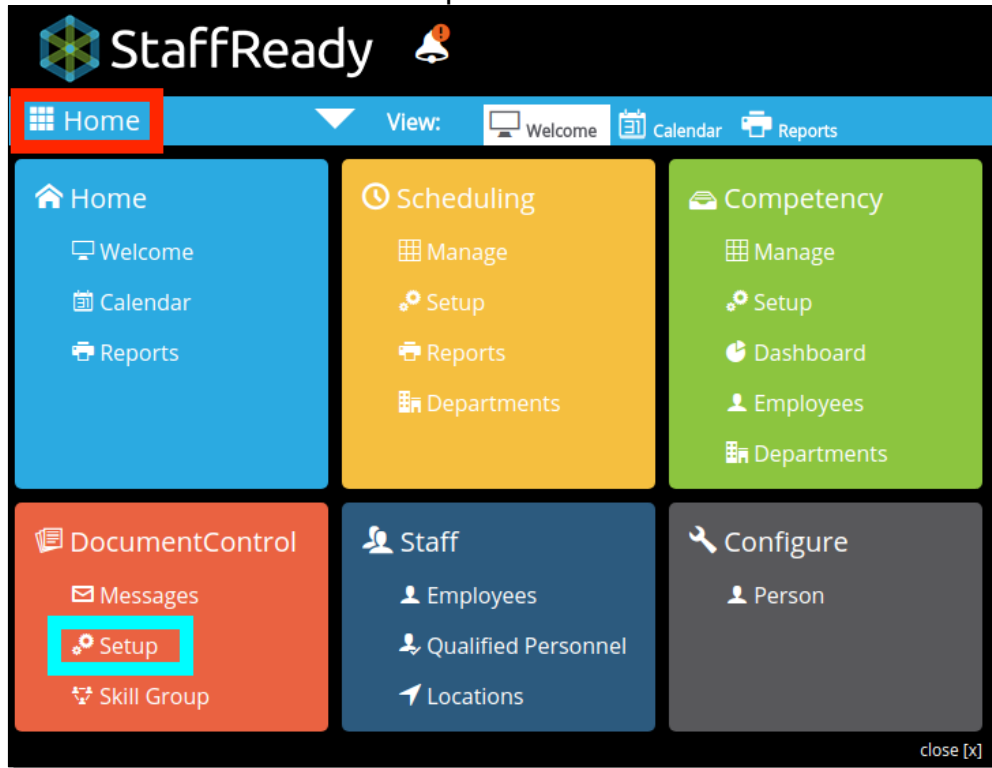
Update info as appropriate & click "Save Changes"



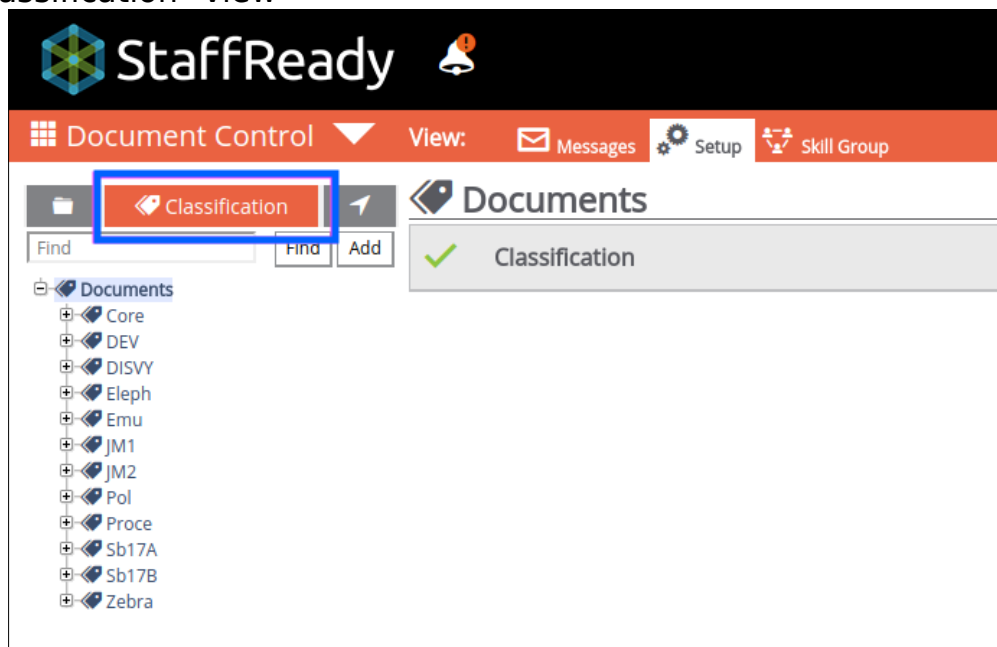
Upload/Download Classification Template

Upload:

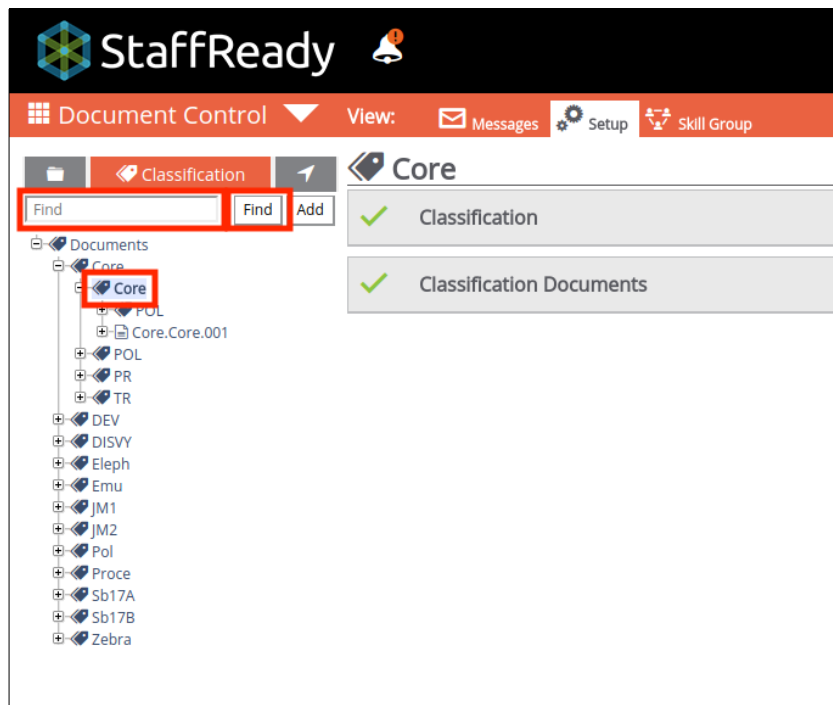
Navigate to Document Control > Setup



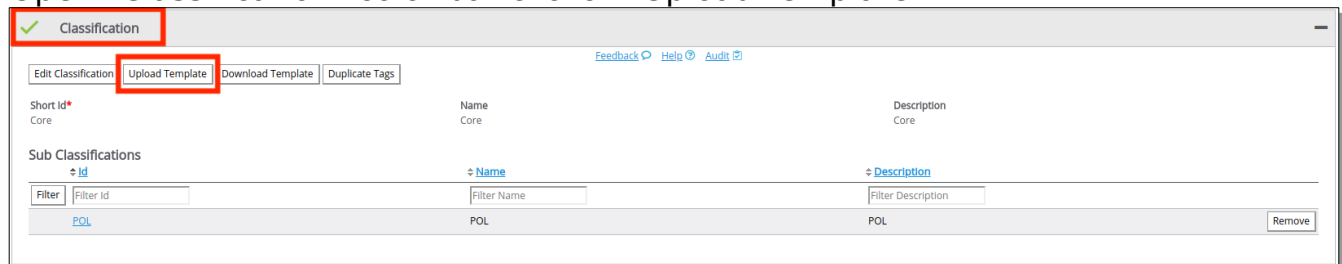
Select "Classification" view



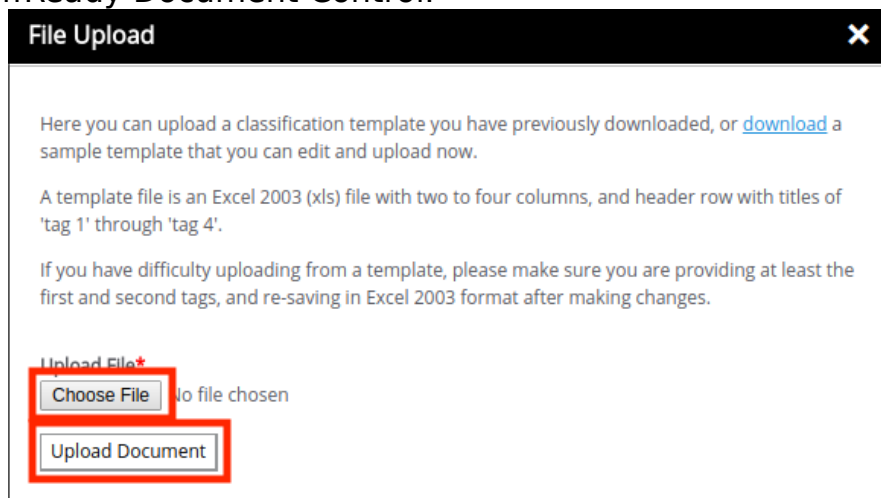
Select Classification from tree, or search in text box and click "Find"



Open "Classification" color bar & click "Upload Template"

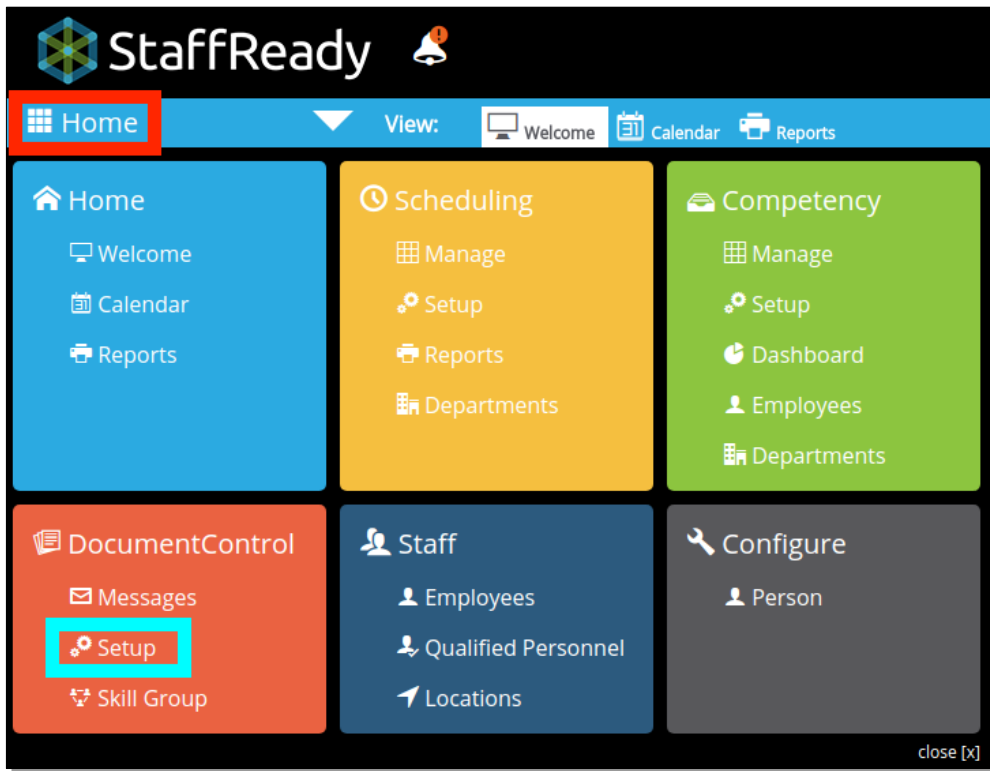


Click "Choose File" to select a file to upload. Click "Upload Document" to upload the file to StaffReady Document Control.

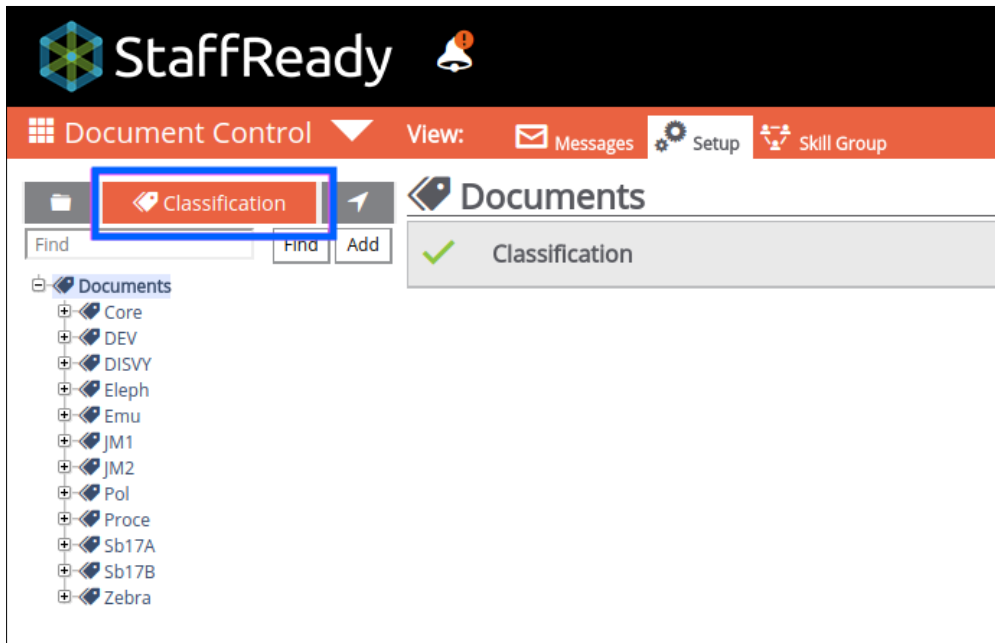


Download:

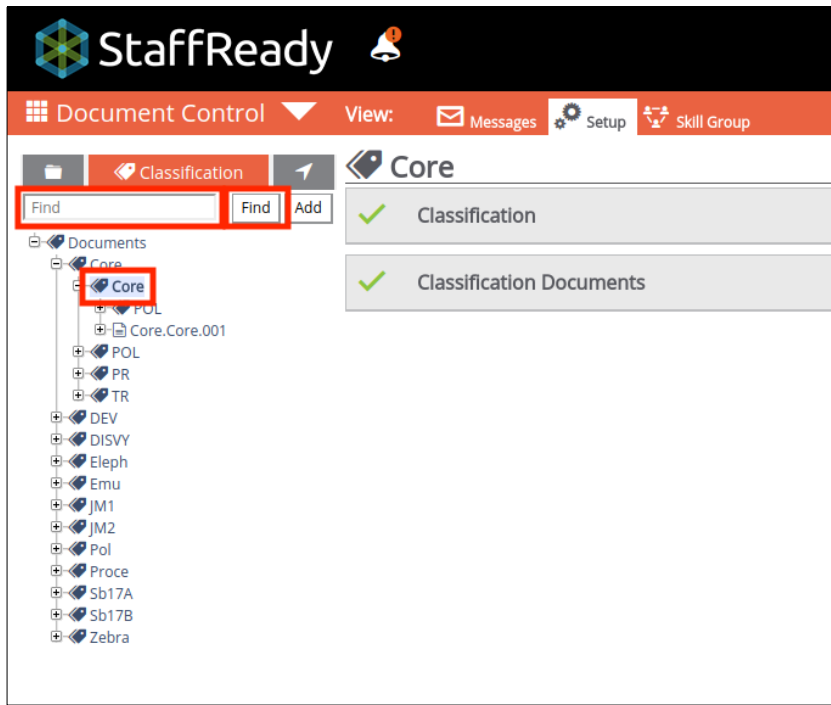
Navigate to Document Control > Setup



Select "Classification" view



Select Classification from tree, or search in text box and click "Find"



Open "Classification" color bar & click "Download Template"

