# How to Add Documents

Documents can be added directly from the module transaction (i.e Contracts) or from the Document Manager Add Documents menu and Document Search screen.

Pre-requisites:

1. Create the Folders where the documents will be stored. How to Create and Duplicate Folders in Document Source
2. Optional - Add Document Types to the Folders

How to Add Documents in Document Manager

1. On the user's menu panel, click Document Management menu
2. Open Add Documents screen
3. Click the Select Files button to start uploading documents
4. Select the document and proceed with uploading
5. Select the document, Record No. and Folder
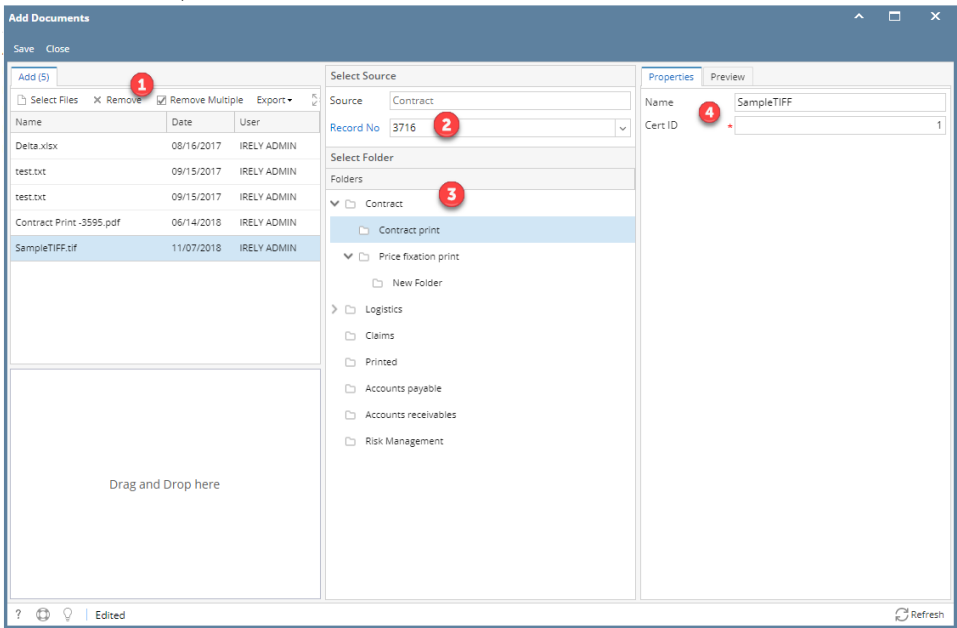
6. If the folder is associated with Document Type, required fields should also be filled.
7. Click the Save button once done. The document will be attached to the selected transaction under the DMS tab.
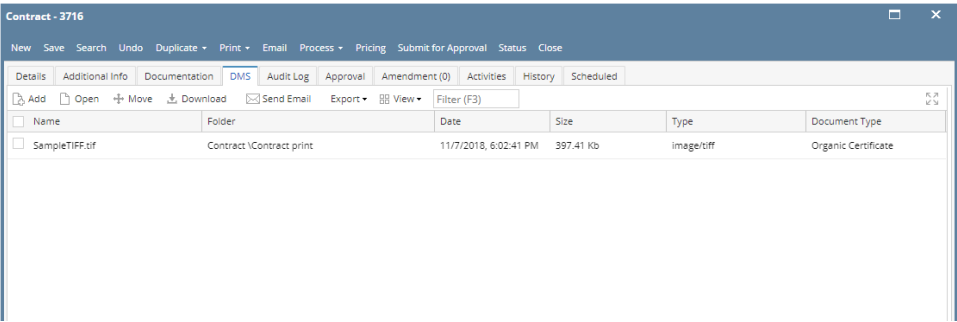
8. To preview how the file looks, open the Preview tab