## 8.7. Translators document management

Use the translators document management module to maintain accurate information about translator's resume, work examples, diplomas etc.

Translator's documents are available only in the translators' overview window.

Below you will see how to add and view the documents related to the translator:

1. In main menu click "Translators".
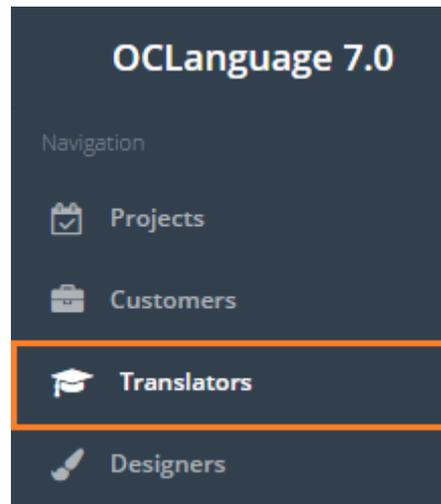
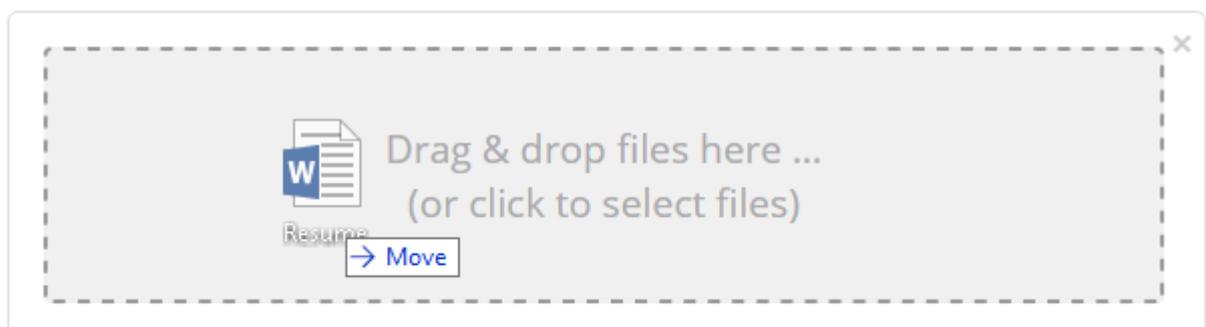2. The system will open the translators' database. Click the translator to upload its documents.

3. The system will open the translator's data overview window. Scroll down until you see "Translator's documents" section. Simply drag and drop the file you want to upload to the translator's business card.

4. The system will save the uploaded document under "Translator's documents" section.

Translator's documents
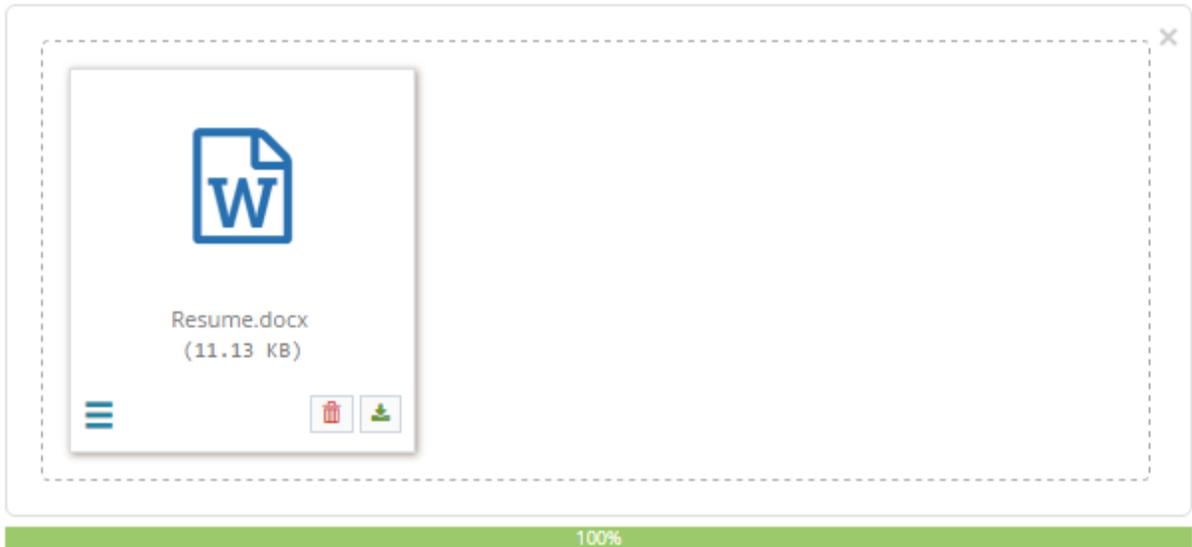
Other option to upload documents is to click on empty space in the documents upload block.

Translator's documents