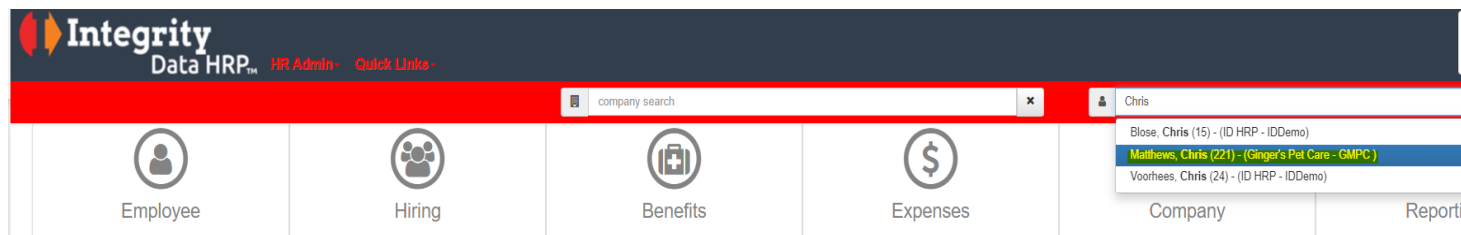
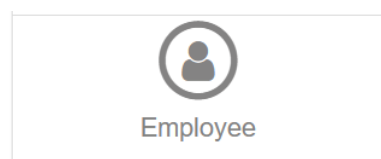


# Review Employee Documents

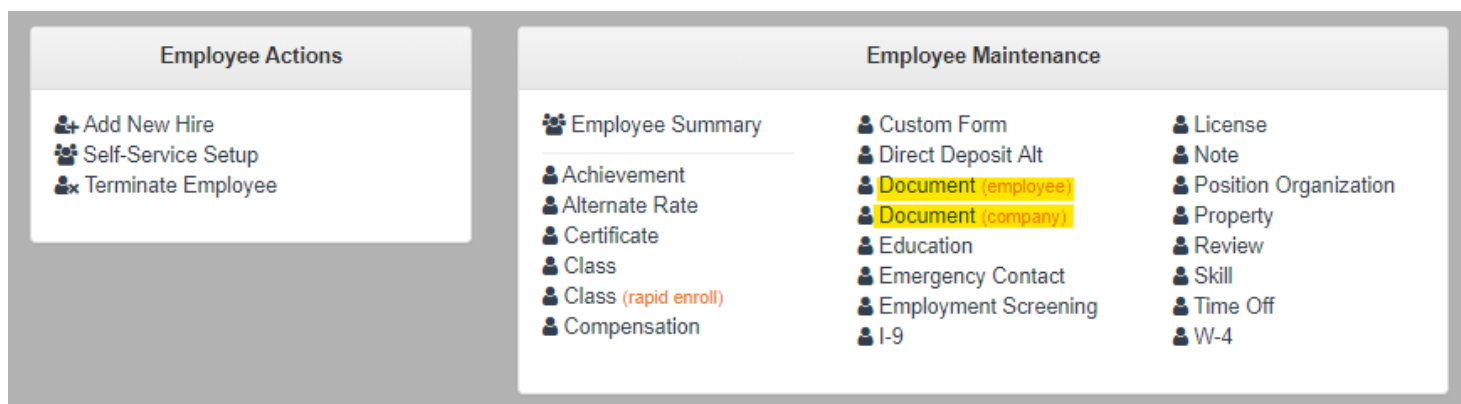
To review an employees completed/signed document, lock in on the employee in the search box






Click on Employee




Under Employee Maintenance, click on Document (employee) or Document (company) to view the document type you want to review


















## Documents (company)

Download	Filename	Category	Title	Upload Date	Size (KB)	Upload By	Manager	Employee	Private
	review summary_26_pdf	Demo	Sample for PDF signature	03/18/2022 11:37 AM	145	chris@hrnext.com	No Yes	No Yes	No Yes
	Dental 1.docx	Benefit Plan	Dental 1	02/09/2022 02:55 PM	42	gmoore@integrity-data.com	No Yes	No Yes	No Yes
	Vision 1.docx	Benefit Plan	Vision 1	02/09/2022 03:03 PM	50	gmoore@integrity-data.com	No Yes	No Yes	No Yes

 If Manager or Employee is marked yes or no, or marked Private, will determine if the manager or employee can see the document. If the document is marked Private, only an HR Admin will be able to see the document

# Documents (employee)

+ Add Documents  		filter grid...								
Actions	Download	Filename 	Category	Title	Upload Date 	Size (KB)	Upload By	Manager	Private	
		Driver's License Test Document.docx <small>e-signed by: Chris Matthews on 03/01/2022 02:07 PM from: 184.56.81.155</small>	Onboarding-User Document	Driver's License Test Document.docx	03/01/2022 02:07 PM	12	Onboarding	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
		formbackgroundcheckauth.pdf <small>e-signed by: Chris Matthews on 03/01/2022 02:03 PM from: 184.56.81.155</small>	Onboarding-Background Check Auth	FormBackgroundCheckAuth	03/01/2022 02:08 PM	508	Onboarding	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	
		formdirectdeposit.pdf <small>e-signed by: Chris Matthews on 03/01/2022 02:02 PM from: 184.56.81.155</small>	Onboarding-Direct Deposit	FormDirectDeposit	03/01/2022 02:08 PM	176	Onboarding	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	
		form-flpanthersmutualarbitrationpolicy.pdf <small>e-signed by: Chris Matthews on 03/01/2022 02:02 PM from: 184.56.81.155</small>	Onboarding-Custom Form	Form-FLPanthersMutualArbitrationPolicy	03/01/2022 02:08 PM	186	Onboarding	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	
		form-flpanthersmutualarbitrationpolicy.pdf <small>e-signed by: Chris Matthews on 03/29/2022 06:48 AM from: 184.56.81.155</small>	On-Demand-Custom Form	Form-FLPanthersMutualArbitrationPolicy	03/29/2022 06:48 AM	186	Custom Form	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	

 If Manager is marked yes or no, will determine if the manager can see the document. If the document is marked No for the Manager and marked Yes for Private, (the employee can't see it), only an HR Admin will be able to see the document