# Linking documents with disability or tax advantage

Both the recording of impediments and tax benefits requires a linked document.

- Open the relevant employee.
- In the respective tab (Tab Finances - Tax advantages[1] or Tab Employment - Disabilities[2]), click "**Edit**" to return the employee file to write mode.
- Now click on the **line** with the entry for which you want to add a document.
- This line is now **highlighted** and there are now 3 active buttons above the list.
- "**New**" creates a new entry / record.
- "**Delete line**" deletes this selected entry.
- "**x linked documents**" indicates how many documents are linked with this entry.
- Clicking on "**x linked documents**" opens an upload wizard.
- Click on "**Upload**" to upload the appropriate file(s).
- Click on the "**X**" to close this wizard.
- Click **Save** to return the employee file to read mode.
- In read mode, the button "**x linked documents**" is also visible to check which documents are linked, but the button "**Upload**" is inactive.

NOTIZ

**Important**: The link between documents and entries is only possible in **one direction**!

## Correct procedure:

- In **edit mode**, select an entry in the topic-specific tab and then click the "**x linked documents**" button. There you can **upload** a document, **store** it correctly in the folder structure and **connect** it to the selected entry.
- An example can be found at:
- Tab Employment - Disabilities[3]

## Procedures that don't work:

- Uploading a document into a certain folder does not automatically create a link to an entry that corresponds to the folder name, because the system could rarely interpret the intention unambiguously (to which entry if several?, etc...).
- Even if you first upload a document to the tab Documents[4] and then go to another tab and want to link an entry there to an already uploaded document, this is not possible!

1. /daisy/webdesk-manual-en/7770-dsy.html
2. /daisy/webdesk-manual-en/7761-dsy.html
3. /daisy/webdesk-manual-en/7761-dsy.html
4. /daisy/webdesk-manual-en/7779-dsy.html