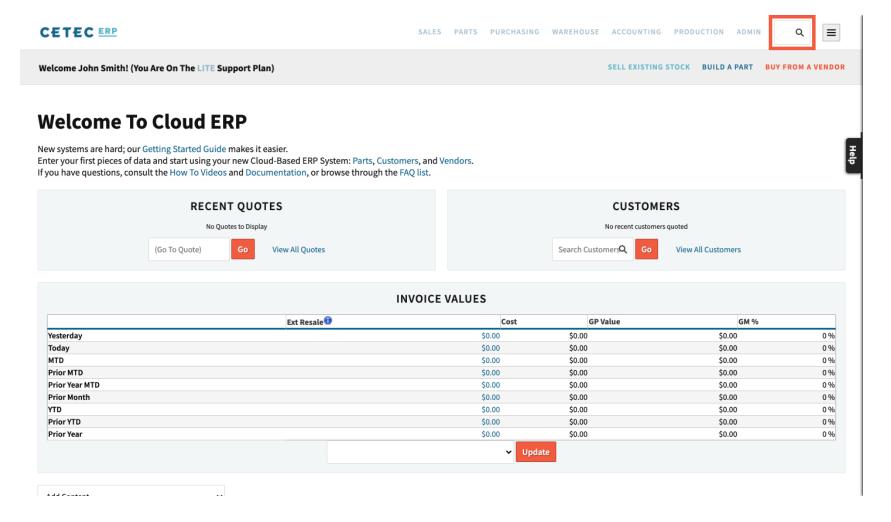


Cetec ERP

The first step is to open Cetec ERP and use the global search to find a customer, vendor, part, BOM, quote, order, etc.



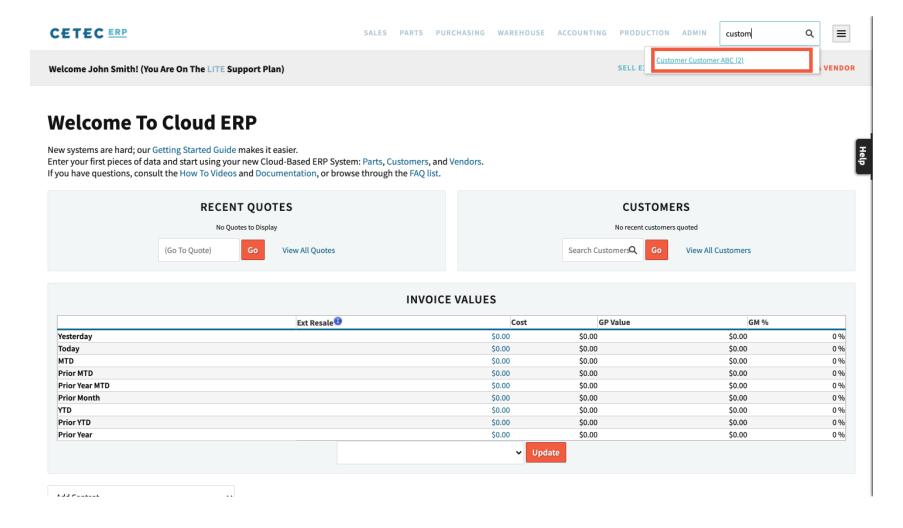
Apr 22, 2022 1 of 11



CETEC ERP How to Manage Documents

Cetec ERP

Click Customer ABC



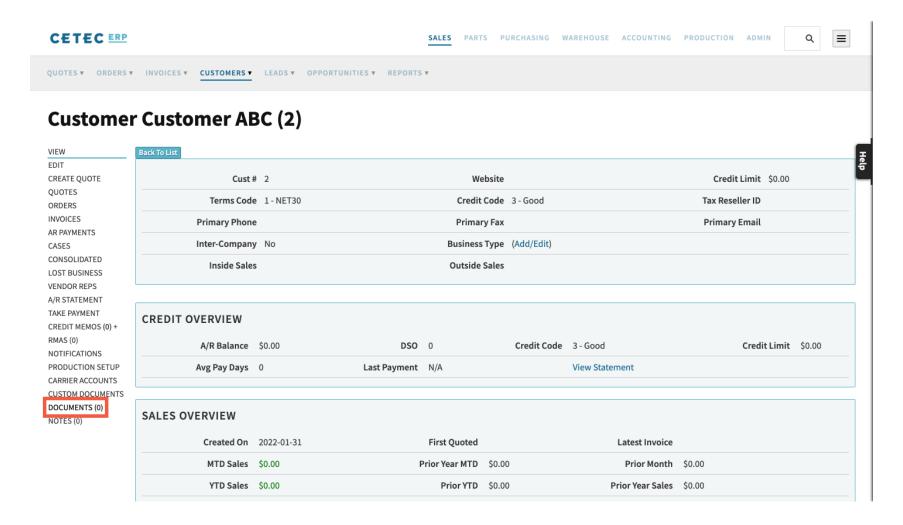
Apr 22, 2022 2 of 11



CETEC How to Manage Documents

Cetec ERP

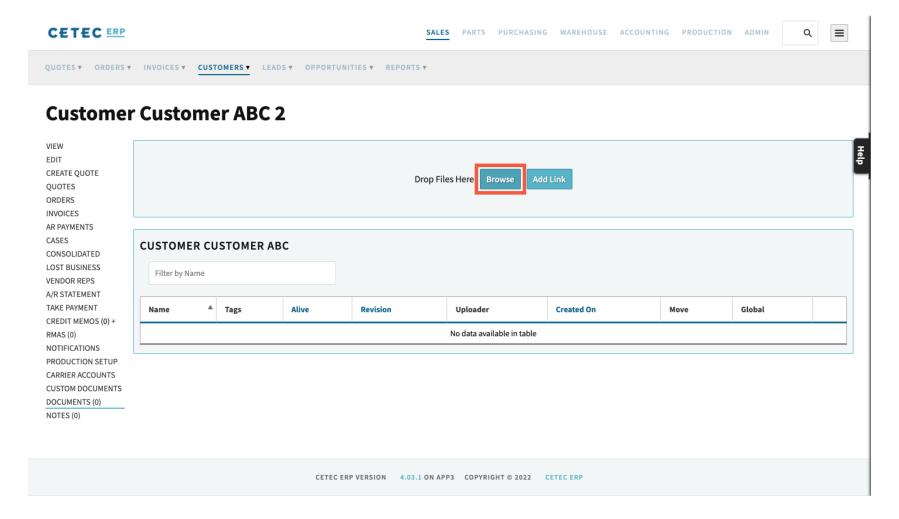
Click Documents (0)



3 of 11 Apr 22, 2022

Cetec ERP

Click Browse and select a doc on your computer. You can also click 'Add Link' if you want to attach a hyperlink that points to a local document server.

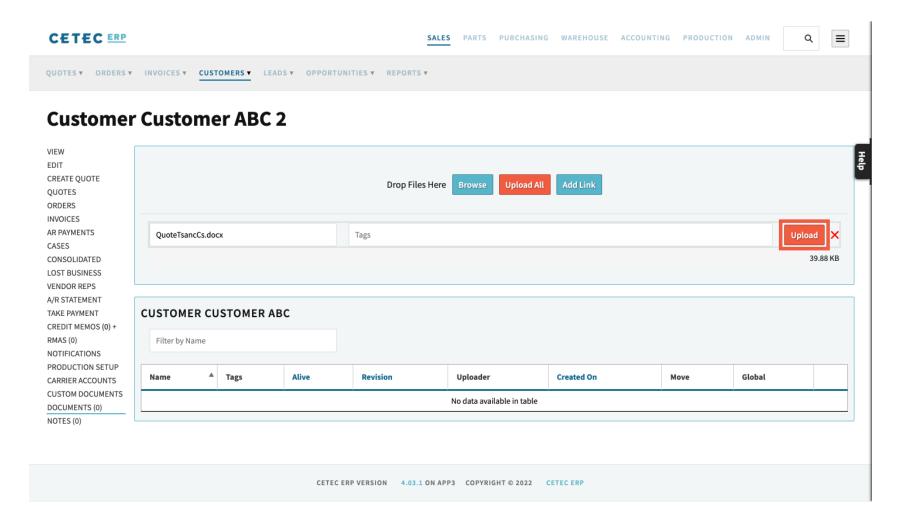


Apr 22, 2022 4 of 11



Cetec ERP

Click Upload



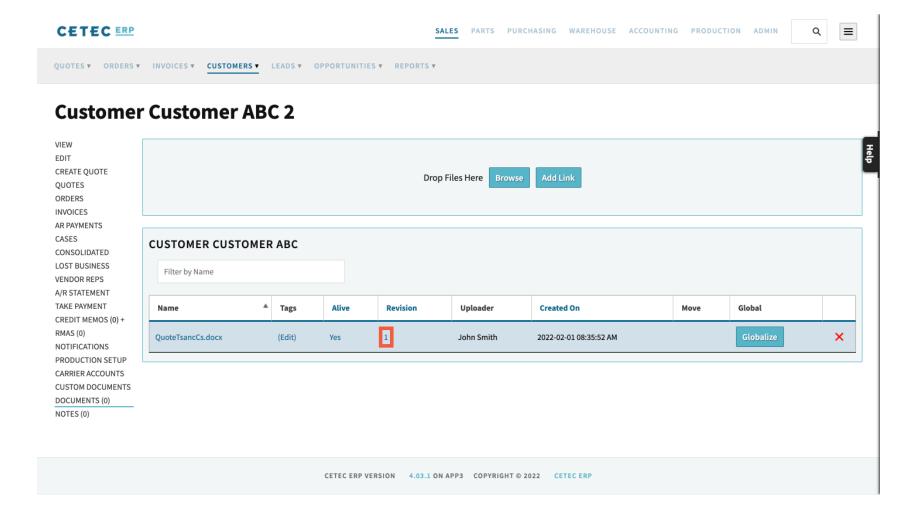
Apr 22, 2022 5 of 11



CETEC How to Manage Documents

Cetec ERP

Click revision number

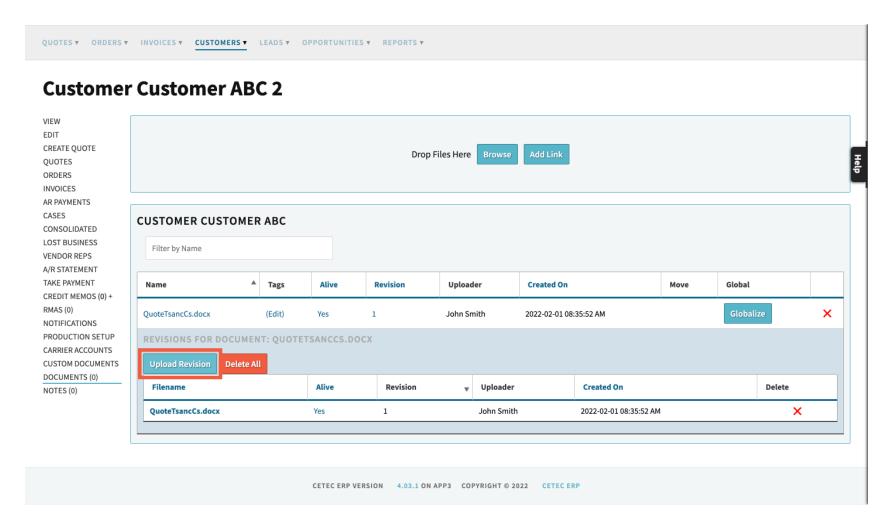


Apr 22, 2022 6 of 11



Cetec ERP

Scroll down and click Upload Revision to upload another revision of the same document.

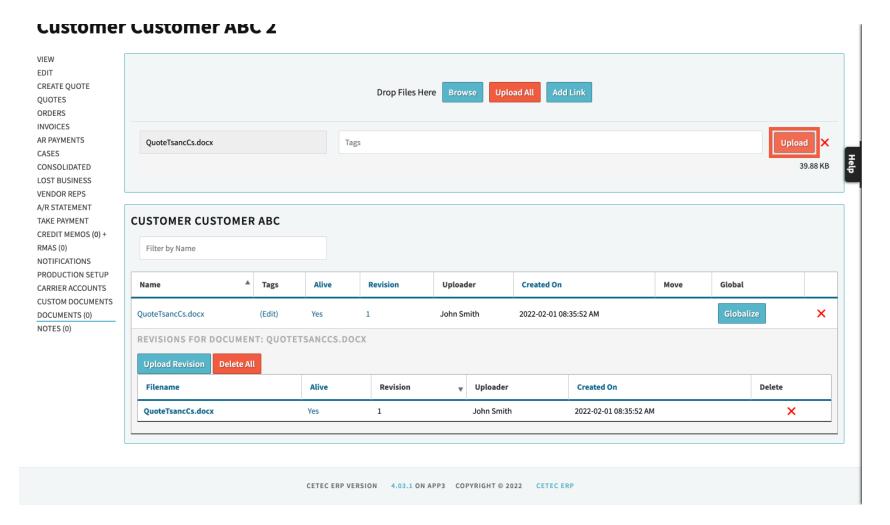


Apr 22, 2022 7 of 11



Cetec ERP

Scroll down and click Upload

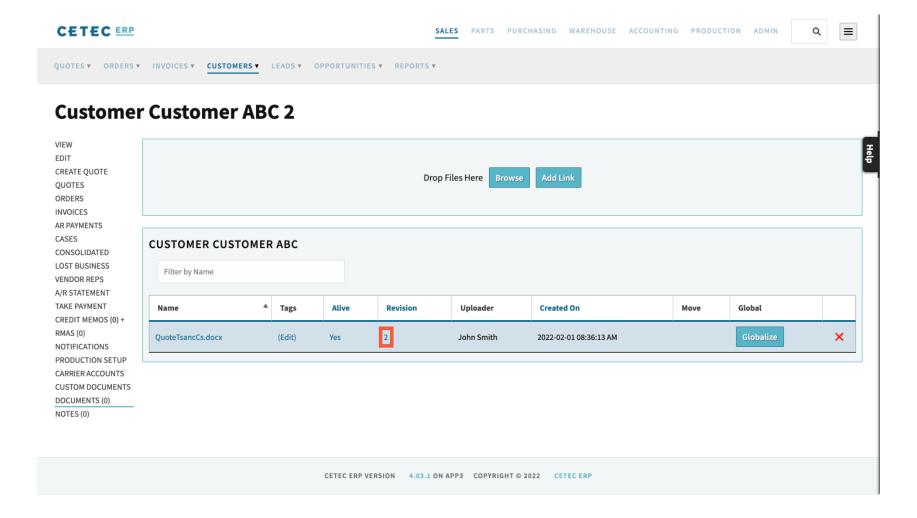


Apr 22, 2022 8 of 11



Cetec ERP

Scroll up and click the revision number

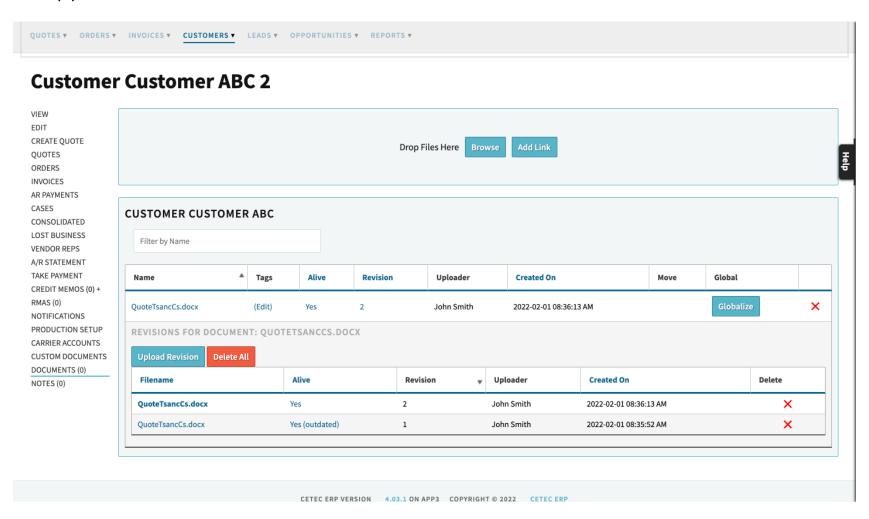


Apr 22, 2022 9 of 11



Cetec ERP

Scroll down and see the multiple revisions of the same document. Click the red X to delete the revision(s)



Apr 22, 2022 10 of 11

Cetec ERP



Scan to go to the interactive player

Apr 22, 2022 11 of 11