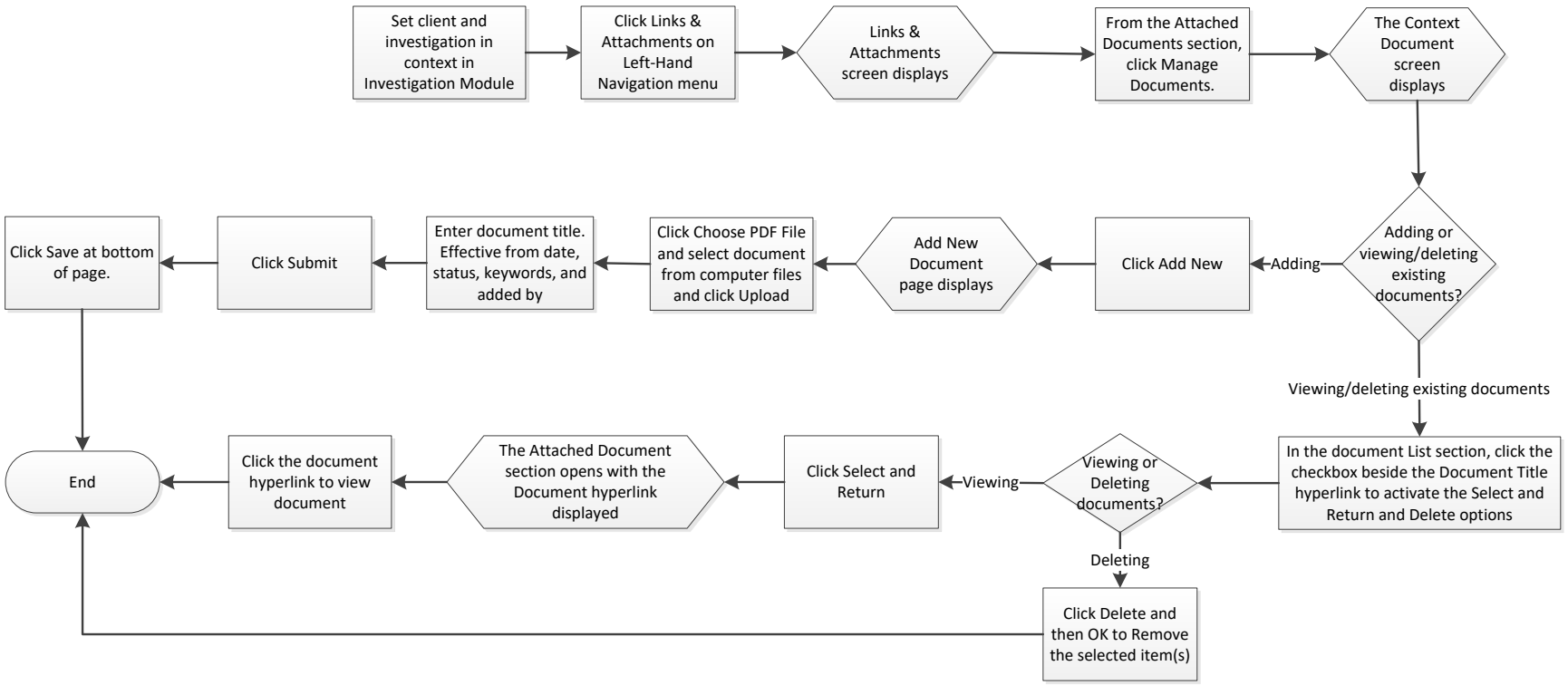
Upload, View, and Delete Context Documents – QRC IOM 105-3



Points to Remember

- A client and investigation **must be** put into context before uploading context documents.
- When uploading a new document, The **Effective From Date** defaults to today's Date.

- **Keyword** can be added when uploading a document. These can be used to help search for a document in situations where there are multiple documents.
- Enter single words separated by a space. For example, ‘dog cat’ will retrieve all documents that contain the word ‘dog’ or ‘cat’.