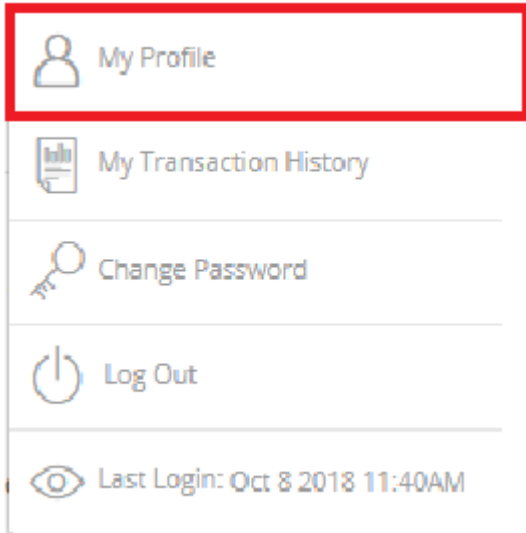


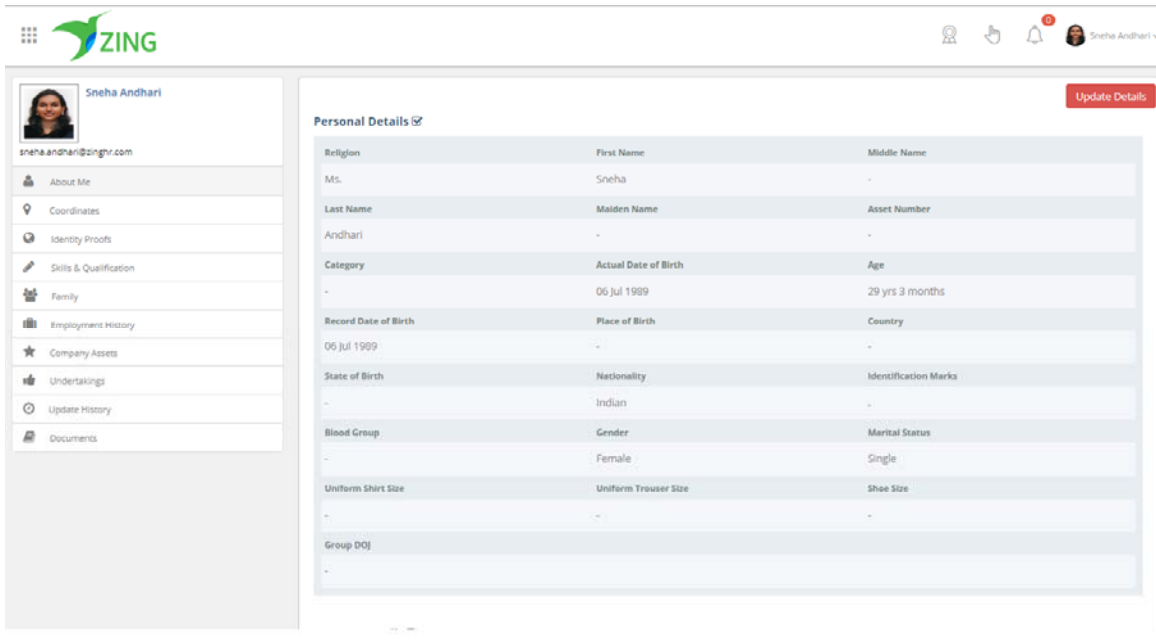
## How to Add 'Documents'

You can follow the below steps to add 'Documents' on Zing HR :

1. Log in to your Zing HR account.
2. Click on your name on the right-hand top side of the screen and then click 'My Profile'.



3. New window will appear, where you can able to view all your details.



**ZING**

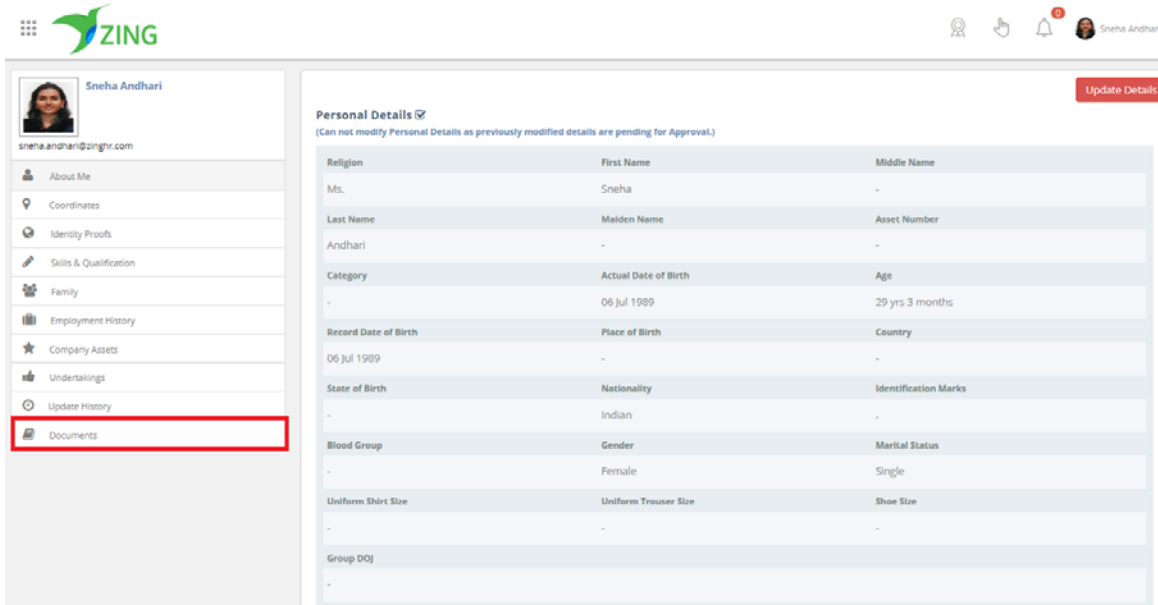
Sneha Andhari  
sneha.andhari@zinghr.com

- About Me
- Coordinates
- Identity Proofs
- Skills & Qualification
- Family
- Employment History
- Company Assets
- Undertakings
- Update History
- Documents**

**Personal Details** Update Details

Religion	First Name	Middle Name
Ms.	Sneha	-
Last Name	Maiden Name	Asset Number
Andhari	-	-
Category	Actual Date of Birth	Age
-	06 Jul 1989	29 yrs 3 months
Record Date of Birth	Place of Birth	Country
06 Jul 1989	-	-
State of Birth	Nationality	Identification Marks
-	Indian	-
Blood Group	Gender	Marital Status
-	Female	Single
Uniform Shirt Size	Uniform Trousers Size	Shoe Size
-	-	-
Group DOJ		
-		

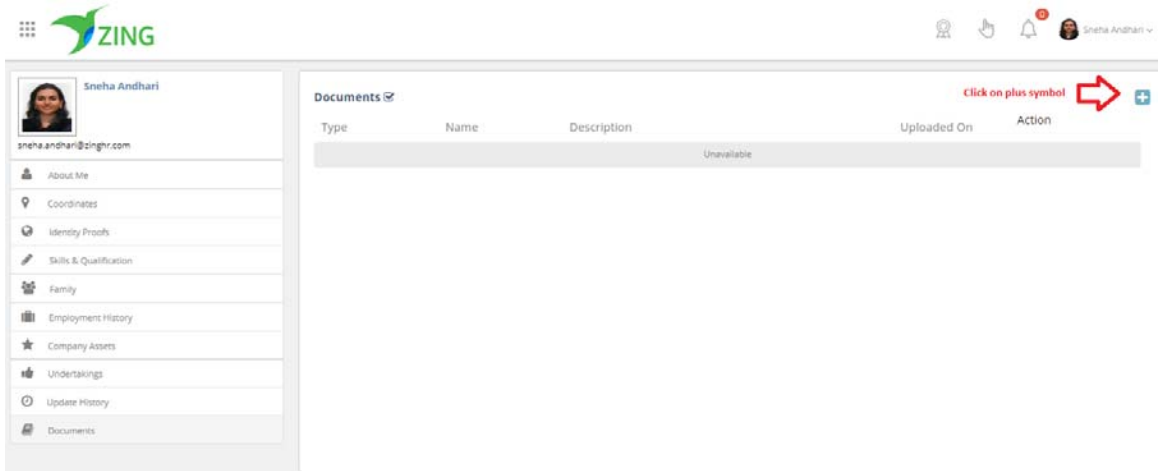
4. If you want to add your 'Documents' details please select 'Documents' from left side tab.



The screenshot shows the ZING user profile page for Sneha Andhari. The left sidebar contains a list of menu items: About Me, Coordinates, Identity Proofs, Skills & Qualification, Family, Employment History, Company Assets, Undertakings, Update History, and Documents. The 'Documents' item is highlighted with a red box. The main content area displays 'Personal Details' with a table of information.

Religion	First Name	Middle Name
Ms.	Sneha	-
Last Name	Maiden Name	Asset Number
Andhari	-	-
Category	Actual Date of Birth	Age
-	06 Jul 1989	29 yrs 3 months
Record Date of Birth	Place of Birth	Country
06 Jul 1989	-	-
State of Birth	Nationality	Identification Marks
-	Indian	-
Blood Group	Gender	Marital Status
-	Female	Single
Uniform Shirt Size	Uniform Trousar Size	Shoe Size
-	-	-
Group DOJ	-	-

5. New window will appear, where you need to click on 'plus' symbol and you can able to upload your 'Documents'.



The screenshot shows the ZING user profile page for Sneha Andhari. The left sidebar contains a list of menu items: About Me, Coordinates, Identity Proofs, Skills & Qualification, Family, Employment History, Company Assets, Undertakings, Update History, and Documents. The 'Documents' item is highlighted with a red box. The main content area displays 'Documents' with a table of information.

Type	Name	Description	Uploaded On	Action
Unavailable				


6. New window will appear.

**Documents** ✕

**Name**

**Type**

**Description**

 (Valid Types: JPG, JPEG, PNG, DOC, DOCX, XLS, XLSX, ZIP, RAR, TXT, PDF)  
(Max Limit : 5MB)


7. Enter your all details and Upload the document.


**Documents** ✕

**Name**

**Type**

**Description**

 (Valid Types: JPG, JPEG, PNG, DOC, DOCX, XLS, XLSX, ZIP, RAR, TXT, PDF)  
(Max Limit : 5MB)

  
**Browse the file from here**

8. Click Save button and you are done!