Document Library without Folders - Document Detail Actions

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Admins have five actions that they can take on the Document Details page. These actions are listed in the Actions widget and include the following: Edit Document Download Direct Link Email Delete The **Edit Document** action will allow you to change details on the document, including changing the uploaded file, the website URL, name, description, and expiration date. ***Note: You do not need to choose the document in again in order to save. Clicking save will only save the changes and the original file will remain in the system.*** The **Download** action will allow you to download the file to your computer. For admins, the document can either be downloaded on the details page using the **Download** link or from the document file grid by using the download icon in the actions column. The **Direct Link** action will generate a download link to the document that can be sent to candidates to download the file. The download link does not prompt a candidate to log into GradLeaders Career Center, and will prompt them to save the file once they use the link. This link is only for candidates. The **EmailÂ** action will open an e-mail modal allowing you to send the document as an attachment to someone. This can be used to send the document to an employer or candidate with a customized message. When clicking **Email**, the document is already attached to the email and another file may not be attached. The **Delete** action will delete the document from the document library. Documents may be deleted by an admin from either the details page using the **Delete** link, or from the document file grid by using the delete icon in the actions column.

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