

# PayBiz – Document Manager

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17/03/2026

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## Document Manager Module

The Document Manager module allows for a secure centralised management and storage system for your documents. Documents include PDF files, Word documents, spreadsheets, images etc.

The module attaches documents to:

- Debtors
- Creditors
- Employees
- Job/Tally Sheets
- Equipment
- Courses
- Risk Locations
- Meeting Types
- Meetings
- Bank Accounts
- Bank Statements
- Cashbook Other Bank Transactions

There is a comprehensive system wide searching function and documents can be easily searched and sorted by date, category, size, name or type. These categories are user defined.

The Document Manager tracks changes with a timestamp and allows users to add notes with more information. With the document manager, documents are available from every workstation, and documents are backed up as part of the Paybiz backup.

The Document Manager is a very tidy and efficient way to manage important documents for your business.

## Company Settings

Paybiz Company Console > Company Details > Form tab

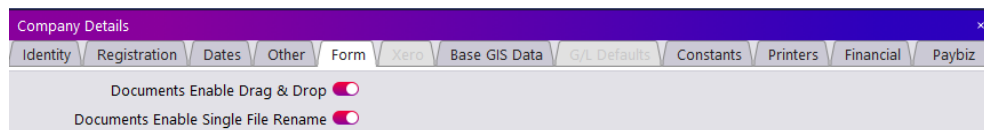


Figure 1: Company Document Settings

- Enable or disable the ability to Drag and Drop documents
- When importing a single document into the Document Manager, trigger a prompt to rename the file:

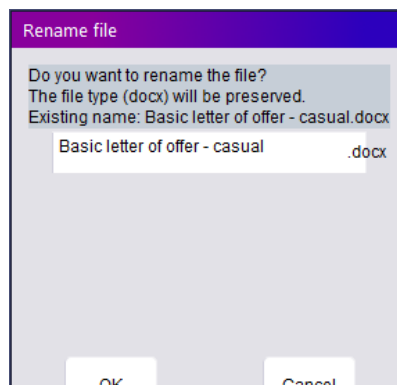


Figure 2: Offer to Re-name a file

## Categories

Paybiz main menu > Documents > Categories

Define categories to group similar documents together.

### Documents tab

Details button at the bottom of the screen - click to view ALL the documents.

Show Documents - Click to list the documents groups within the category:

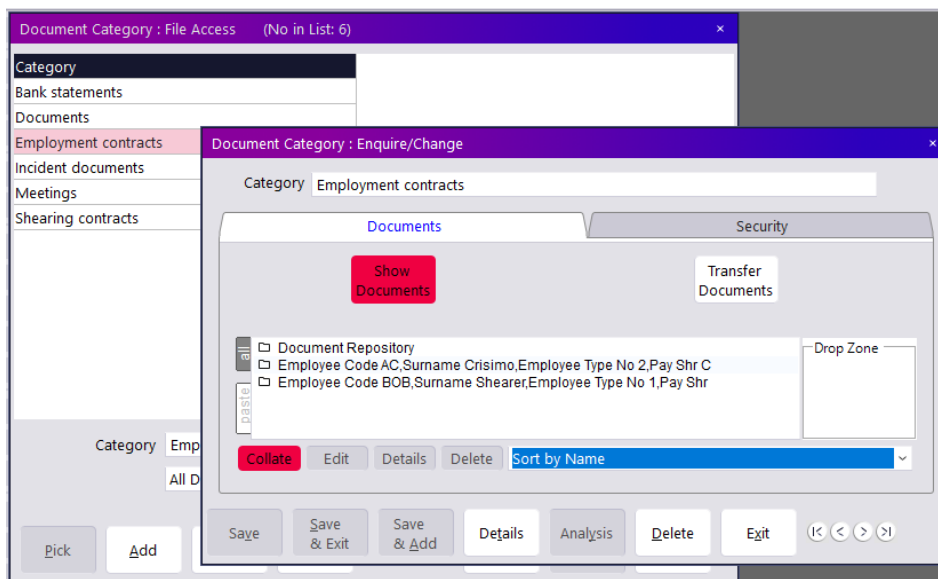


Figure 3: Document Categories

Click on the folder to expand the document group and show the individual documents within a group:

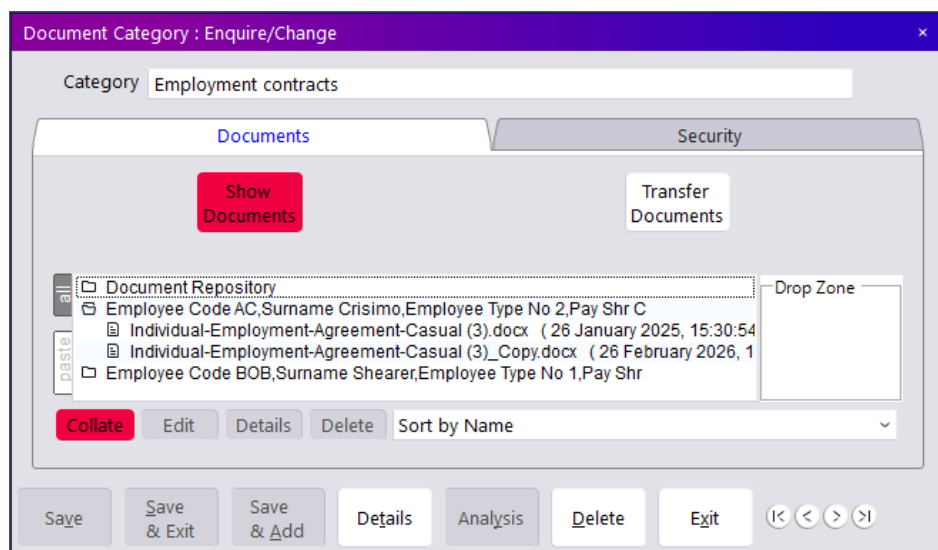
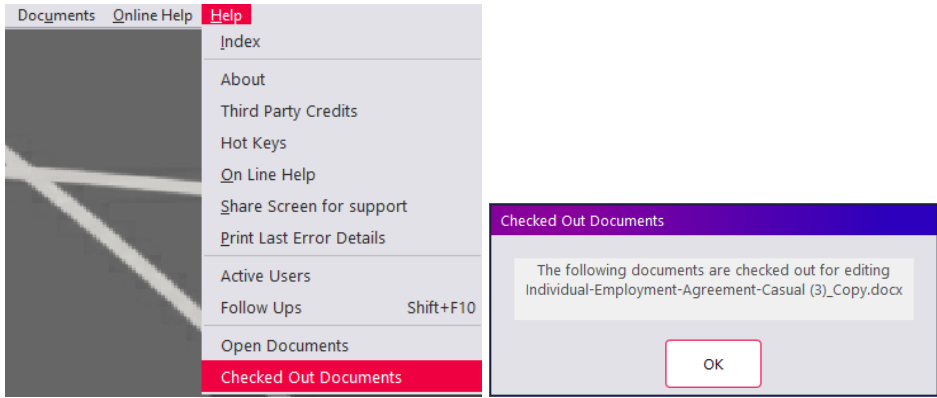


Figure 4: Document level

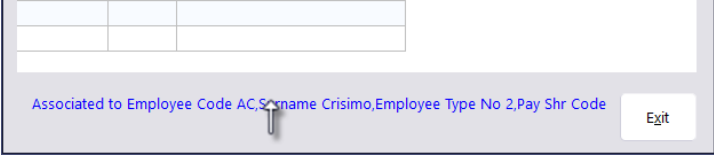
Select a document to **Edit**, view the **Details** or **Delete**.



Figure 5: Document Details

Field	Description
Check Out / In	<p>Save to disk and lock so it can be edited and Checked back in. While a document is Checked-Out, the Edit button will be disabled.</p> <p>The Paybiz Help menu shows <b>Open Documents</b> and <b>Checked Out Documents</b>:</p>  <p>The screenshot shows the 'Help' menu with 'Checked Out Documents' highlighted. The 'Checked Out Documents' dialog box displays: 'The following documents are checked out for editing Individual-Employment-Agreement-Casual (3)_Copy.docx' with an 'OK' button.</p>

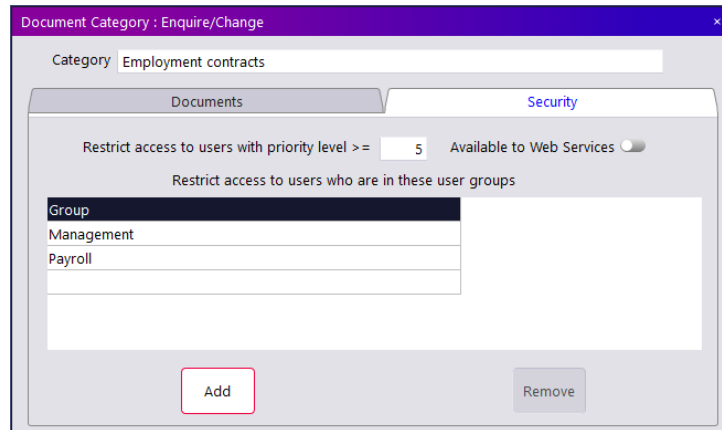
Continued...

Field	Description
Edit	<p>Open the document in the default program. E.g. Word, Excel, Acrobat etc</p> <ul style="list-style-type: none"> <li><i>the edit function is not available for following file types: bmp, ico, tif, jpg, jpeg, png, gif, pdf, ini, txt, mth, cls. Use Check out instead.</i></li> </ul>
View	Open the document in the default program as above, but in Read Only format so that the content may not be modified.
Print	Send the document to the default printer If the document is an image type (e.g. .jpg or .tif) then use <b>Print</b> to display a preview
Cancel Checkout	Cancel a Checked-Out document rather than using Check In to save the edited document. The original document will not be modified.
Email	Email the document to the recipient of your choice. <ul style="list-style-type: none"> <li><i>Separate multiple email addresses with a comma</i></li> </ul>
Save to Disk	Opens a <b>Save file as</b> window allowing you to browse to a suitable location on your network or hard drive to save a copy of the file outside your Paybiz application
Copy	Create a duplicate copy of this document The copy will be saved against the same entity as the original document. E.g. Employee Code AC in the example above
Delete	Remove the document from the inked entity (Employee, Debtor, Risk location etc) and move it to <b>Deleted Documents</b>
Notes	Automatically registers when documents are Checked-Out, In and Cancelled. Click a blank row (or right click an existing row) to add a new note manually.
Link at bottom	 <p>Click to open the associates <b>Enquire / Change</b> window, in this case Employee AC</p>

**Transfer Documents** - Click to transfer all documents to another category

**Sort by Name** - choose sort option: Name, Category, Type, Date, Size or Category (collated)

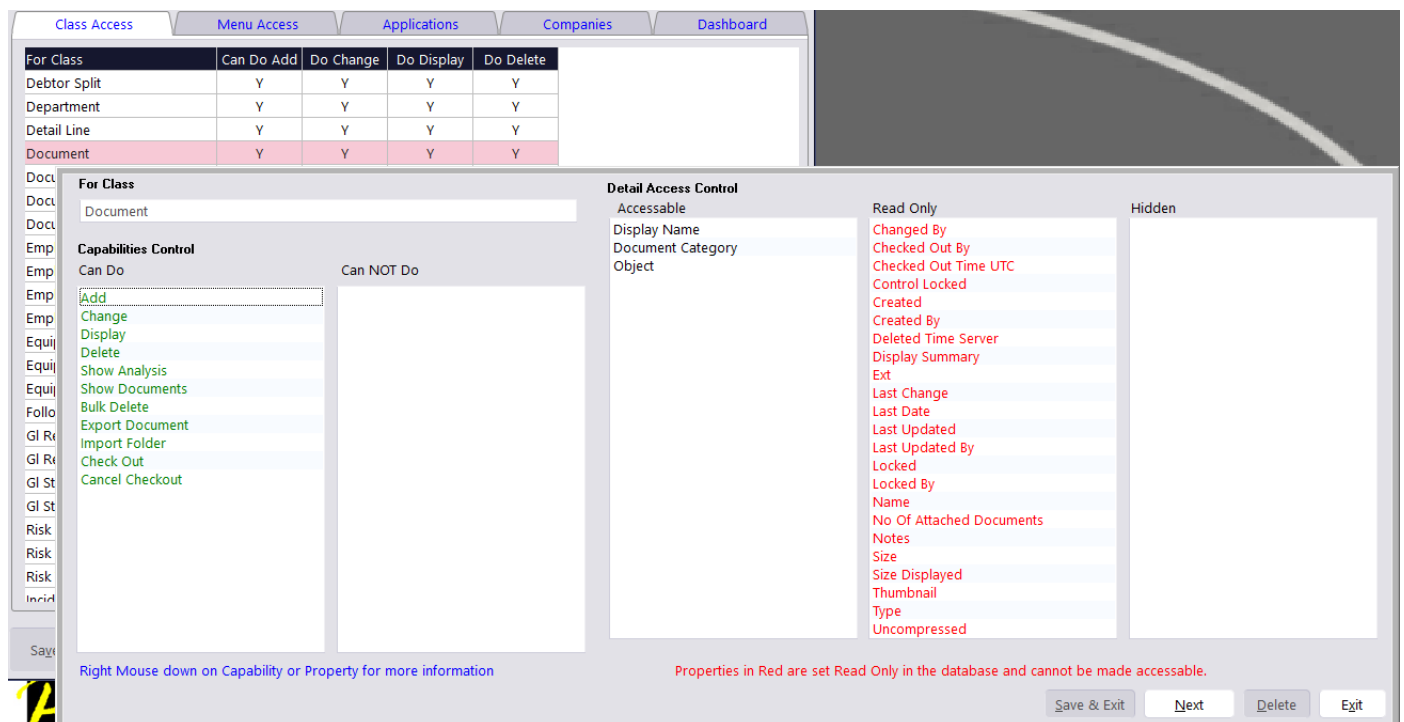
## Security tab



**Figure 6: Document Category Security**

Documents can be restricted to:

- Users at or over a specific priority level - enter the priority level
- User Groups - click **Add** to choose the user groups with access
- By default access is not available to Web Services such as eBiz
- There are also Class Access rules for the **Document** class in the **User Group** settings:



**Figure 7: Document Access Control in User Groups**

## Search

Paybiz main menu > Documents > Search

Keyword - Any word in the name, manual notes or extension (e.g. pdf) of a document  
Separate multiple keywords with a space E.g. employment pdf casual

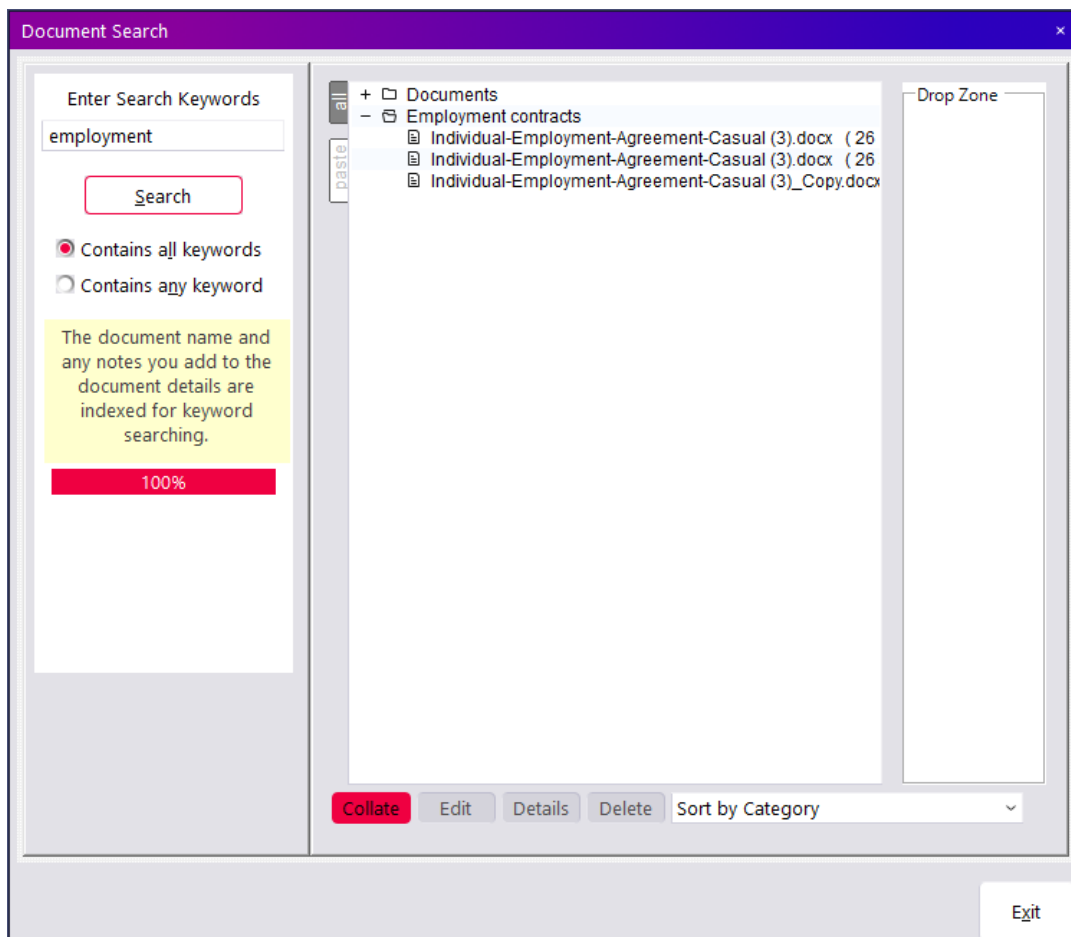


Figure 8: Document Search

1. Enter a keyword or keywords (not case sensitive)
2. Choose between All or Any keyword
3. Click Search

Matching documents will be displayed.

- Select a Sort by option to change the view.
- Click the **Collate** button to change the grouping options.
- Click the + to expand a group, such as a Category.
- Select a document to activate the **Edit**, **Details** and **Delete** buttons.

- Right click for Category and Document actions:

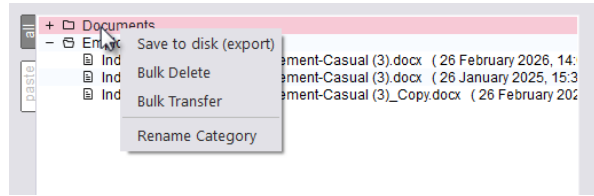


Figure 9: Right-click a Category

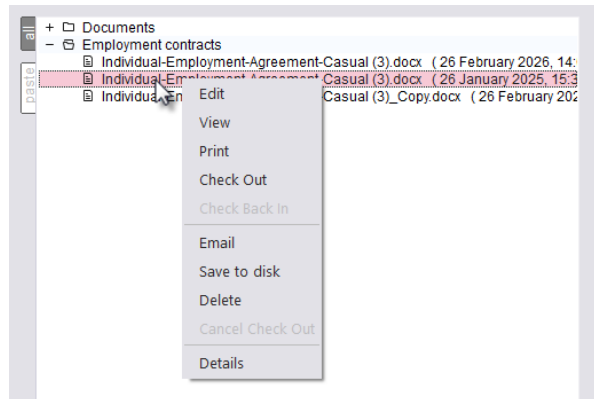


Figure 10: Right-click a Document

## Repository

Paybiz main menu > Documents > Repository

This is for documents not linked to a Paybiz entity such as an employee, debtor, job/tally sheet etc. For example, this can be general company files or important documents for others to find. They will be saved into the database and put into a category.

Use the **Sort by** drop-down list to change the view.

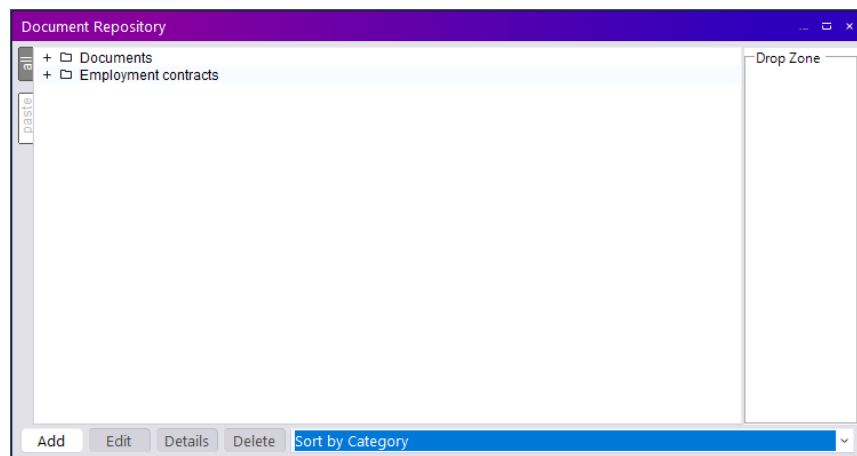
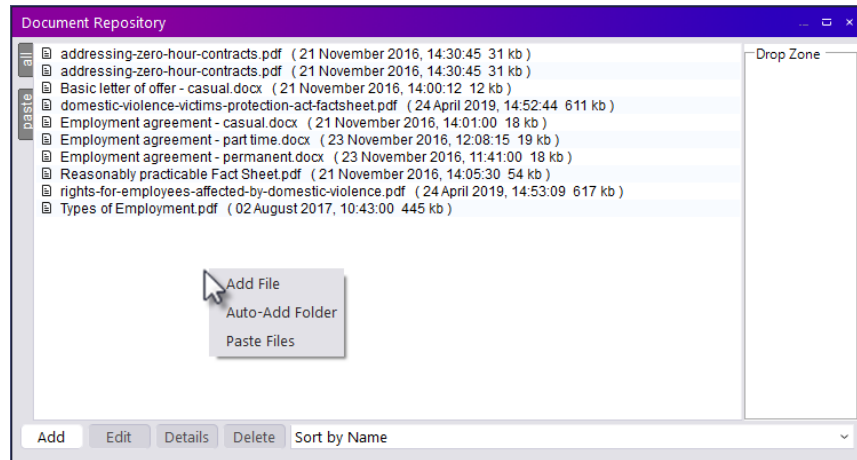


Figure 11: Document Repository

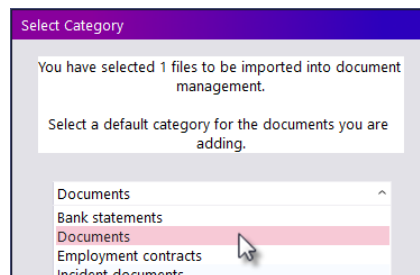
There are right click options available, you can right click in the field and add a file, auto add a whole folder of documents, or paste a document.



**Figure 12: Right-click Options**

Documents can be added via the **Add** button, Copy and Paste or Drag and Drop (if this option has been enabled in Company Details > Forms tab)

From windows explorer right-click on a document and select 'Copy', in the repository right-click and select 'Paste Files'. You will be prompted to select a category, choose one from the drop-down list presented for the document will be saved:



**Figure 13: Paste a document**

Select a document in the Repository to view the **Details**, **Edit** or **Delete**.

Right-click a document for additional options: **View**, **Print**, **Check Out/In/Cancel**, **Email**, **Save to Disk** and **Delete**.

## Add a Document

Documents can be added directly to:

- Debtors
- Creditors
- Employees
- Job/Tally Sheets
- Equipment
- Courses
- Risk Locations
- Meeting Types
- Meetings
- Bank Accounts
- Bank Statements
- Cashbook Other Bank Transactions

On these screens you will notice a **Documents** tab:

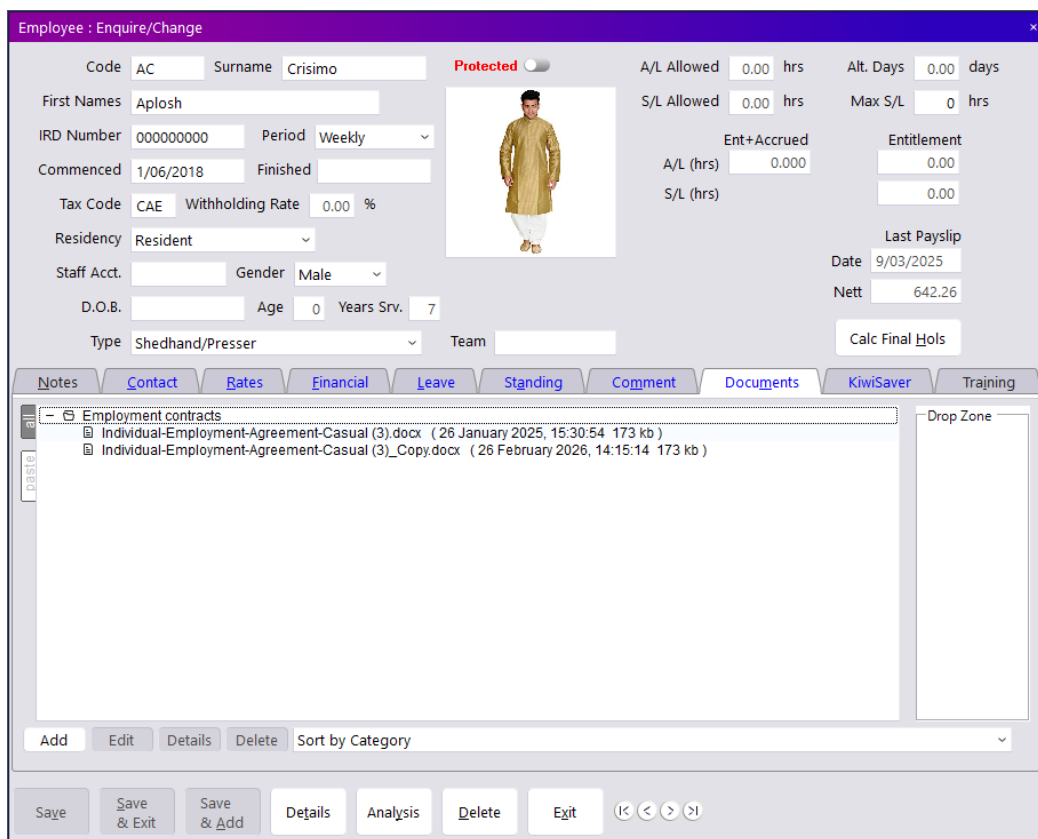


Figure 14: Documents tab on Employee

### Add button:

This will bring up a browse window. Search for the file and click 'Open'. This will then save a copy of the document in the database and list it in the tab.

### Right-click:

You can right click in the document tab window and you are given three options, **Add a file**, **Auto Add a folder** and **Paste**.

### Drag and Drop:

Select document/s in Windows Explorer. Drag them to the **Drop Zone** section in Paybiz and Drop. Select a **Category** in the window that displays, click **OK**, rename if desired and click **OK** again to save.

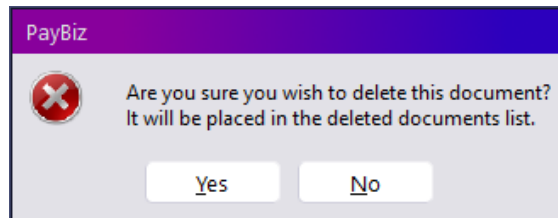
## Delete a Document

Locate the Document in Paybiz.

This may be:

- on an associated record, such as an Employee or Debtor
- in the Repository - **Documents > Repository** (if it is not linked to a Paybiz entity)
- in the Category - **Documents > Categories**
- in the Search function - **Documents > Search**

Once the document has been selected you can use a **Delete** button or a **Right-click Delete** option.



**Figure 15: Confirm Delete**

Click **Yes** to confirm the deletion.

**Deleted Documents** can be found in the **Documents** menu.

## Save a Report to the Document Manager

Export any Report to open the Export Report window.

At the bottom there is an option to save the report to the Document Manager:

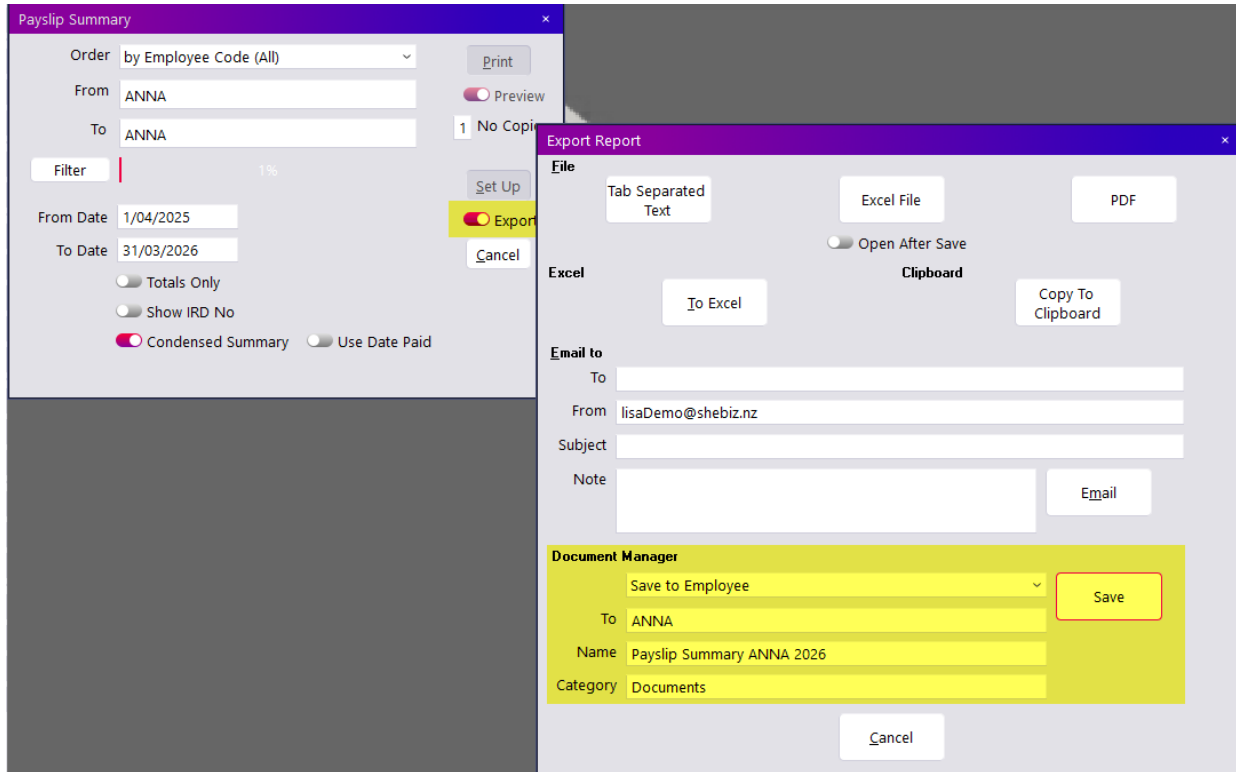


Figure 16: Export to Document Manager

- Choose the class to save to from the drop-down list e.g. Save to Employee
- Enter (or double click or F8 for a lookup) the specific object e.g. the Employee or Debtor etc
- Provide a Name for the report (use descriptive names for easy searching)
- Enter (or double click or F8 for a lookup) the Document Category for the report
- Click **Save**