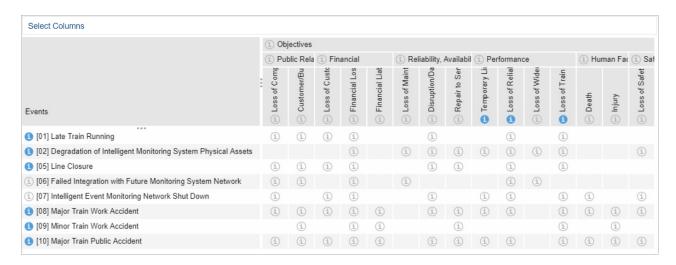
Impact: Information Documents

You can define Impact's Information Documents in the IMPACT OF EVENTS > STRUCTURE > Information Documents page.

This screen allows you to create and/or edit information documents for:

- The Objectives (top node)
- Objectives
- Sub-objectives
- Covering Objectives
- · And Events with respect to Covering Objectives



Clicking any Edit Information Document button will open the <u>Rich text editor</u>, where the Project Manager can add/edit the **information document** -- which may consist of texts, rich texts, and images.

The blue information document icon | 1 pertains that it has content, while gray



When there is no information document icon in a given cell, it means that the event is not contributing to the objective.

NOTE: Due to security reasons, only images are allowed to be attached to the information documents. You can add hyperlinks to link to any external files. Just upload your PDF (or any other file) to any external servers such as Dropbox, GoogleDrive, OneDrive, Amazon, etc., and put the link to this file in the information documents.