Classification of PDF files

Go to the **"Documents"** menu item and click **"List of unclassified"**.

Go to the viewing mode by clicking the **"Classify"** button. You can use the **Next** and **Previous** buttons to move from file to file.
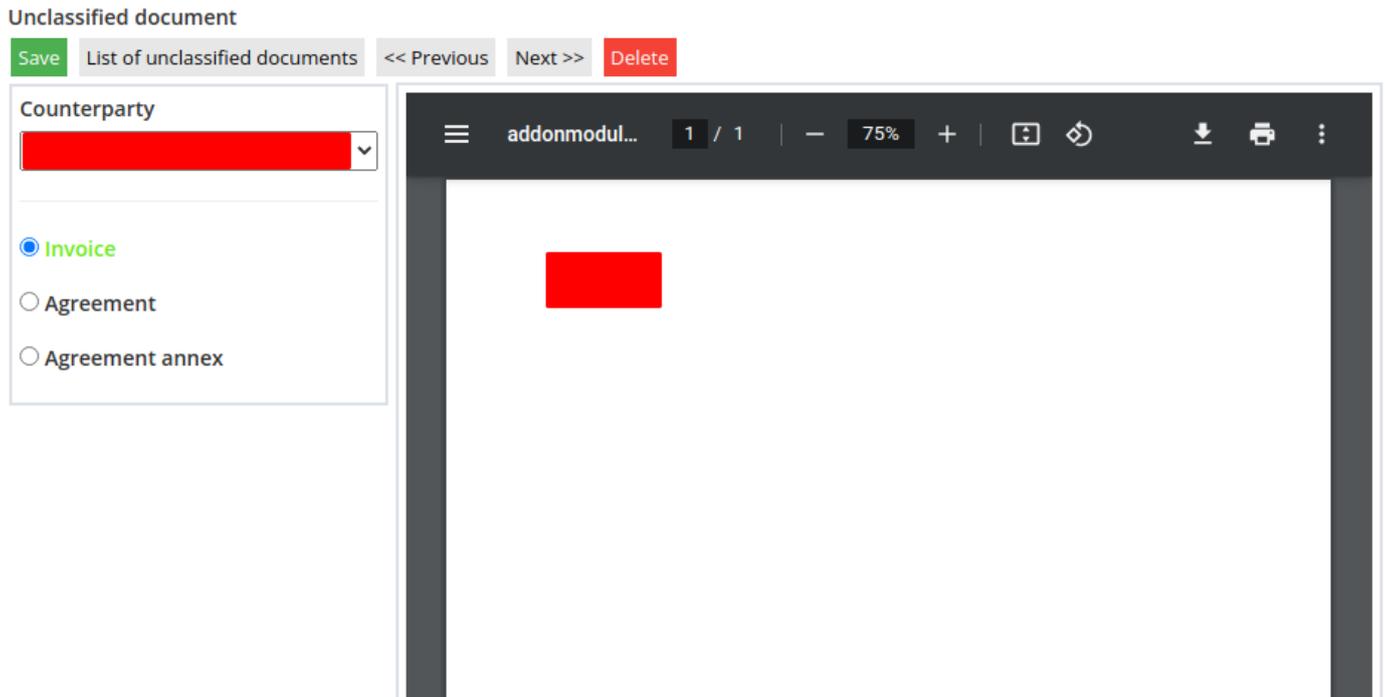
In order to classify a document, select the counterparty and the type of document.
Then click the **"Save"** button.

Document types

There are currently 3 types of documents:

1. invoice
2. agreement
3. annex (used to correct / overwrite contract parameters)

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