

# Building Blocks: Managing Documents in Beyond

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## Welcome to Beyond University!

New to Beyond University? Start Here: [Basics: How to Log In & Navigate in Beyond](#)

The Beyond University Orientation Series is meant for all Beyond users to get started in our system. In these lessons, you will learn how to log in and navigate as well as other important basic functionality that all users can benefit from.

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## Beyond Building Blocks: Managing Documents

Documents can be saved on every major record type in Beyond. In this video we explore how to manage and leverage documents in the system.

Watch the short video before taking the quiz below

## Pop Quiz

Test Your Knowledge with the following quick quiz

Loading [Beyond Orientation - Documents](#)

Congrats! You've finished this course!

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## Next Up

Now you're ready to start adding records into your system!

**Next Course:** [Beyond University: Creating Employee Records](#)

Description: Employee records help you keep track of applicants, current employees, and past employees. In this video we walk through how to manually create an employee record in Beyond.

## Related Articles