External Document Link

Add **URL link** to your internally stored **documents** on an **audit template**, allowing users to access the document while **conducting** without uploading to your AuditComply library.

To do this you will need to go to **libraries** section

1. Select the **add to library button** on the right hand side.
2. Select the new '**Add External Document**' option which appears in the dropdown.
3. When the modal appears enter in the information i.e **name** of document, **version** number, **description** and the **URL**.

Now that the document is attached to a template, when the audit is being conducted the Auditor will be able to select the link.

The url must start with HTTPS:// in order for the document link to be valid