1. Introduction

Electronic documents stored in Objective can include Microsoft Office® documents, drawings, sound or video clips. Electronic documents generally display the same icons as the originating application. For example:

- Word documents,
- Excel documents,
- Adobe documents.

2. Document Status

Electronic documents in Objective have a ‘status that reflects their current stage of development. When documents are not being edited, the status can be either ‘draft’ or ‘published’.

- Document in the Edit state
- Document in the Draft state
- Published Documents

The current state, along with user privileges, determines what can or cannot be done to a document. Options to open, view and edit a document will vary depending on its current state.
Published Documents
A document is typically published when it has reached a milestone stage of its development. A document can have as many published versions as required.

Documents in Draft state
A document in the draft state typically represents a work in progress. A document can have as many draft versions as required. Documents in draft state may have earlier published versions.

Documents in the Edit state
When a document is in the draft or published state, a new version of the document can be created for editing as many times as required. When one user is editing a document in Objective, it is locked from being edited by other users. The current editor can open the document for editing in the originating application (if available).

📝 Document being edited by you.

🗑️ Document being edited by another user.
A new version cannot be created while the document is in the edit state.

3. Opening Documents

By default, electronic documents open as Read-Only in the application they were created in. Privileges will restrict which documents can be opened. You must have at least the Open permission to open a published document. You must have at least the Edit permission to open a draft document.

Depending on the status of the document, there may be choices of which version to open i.e. the last published version or the latest draft version. There may even be a choice of format to open, such as its original format, or a PDF version of the document.
To open a document as read-only

1. Right click the document to open the **Commands** menu.
2. Select **Open**.
3. If the **Open** options window displays, do the following:
   - If available, select the document version to open.
   - If available, select the rendition to open.
   - Click **OK** to open the document as read-only.

You can also double click a document to open it as read only.