

# Display of Documents

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## Display of Documents

You System Administrator can set the Display Options for how documents are organised within the Patient > Documents screen.

**Note:** The display of documents is limited to 100 records per page.

A document can have one of four statuses:

- Reported
- Follow Up
- Complete
- Deleted

They can configure Document Types to categorise scanned/imported documents. e.g. Referral Letter, New Patient Form, etc. Below are the options for displaying documents, contact your system administrator for more details.

Display Option	Pick List Options	Effect/Description	Recommended Setting
Document Group By	By Status	Documents are listed under four tabs, once for each of the statuses above. So all Reported documents are listed under one tab, all Complete documents under another tab, etc.	By Status and Type
By Type	Documents are listed under collapsible "folders" - only document types that have been selected are listed. This allows you to group like documents together e.g. all Referral Letters appear together.		
By Status and Type	Documents are grouped by document type e.g. Referral Letter and separated under tabs into the four statuses above. So, all Referral Letters with a status of Reported appear grouped together under the Reported tab.		
Document Show Location	TRUE / FALSE	Choose whether the Location appears on the Patient > Documents screen.	If you only have one location set this to FALSE.
Document Show Provider	TRUE / FALSE	Choose whether the Provider appears on the Patient > Documents screen.	If you only have one provider set this to FALSE.