

Edit a Document Type

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This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

Follow the steps below to edit a Document Type:

1. Click **Administration**.
2. Select **Correspondence** menu item.
3. Select **Documents**.
 - a. The Document Types screen will display.
4. Select the **Edit** button next to the Document Type you wish to update.
5. Update the fields as per the table below, as required.
6. Select **Update Document Type** button.

Field	Description	Example
Name*	Name for the document type. This doesn't display in the front end of CareRight.	Referral
Description*	Description for the document type. This displays in the front end of CareRight.	Referral Letter
Colour	Colour of the text on the Documents screen. Allows you to differentiate between different document types.	#1143c4
Enabled	<ul style="list-style-type: none">· True (Selected) - displays as a selectable document type in CareRight· False (Unselected)- does not display in CareRight·	True

**denotes mandatory field*
