Adding a New Document Type

Last Modified on 05/08/2020 4:39 pm ACST

> 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 add a new Document Type.

1. Click **Administration**
2. Select **Correspondence** menu item.
3. Select **Documents**.
4. Select **New** button.
5. Fill in the fields as per table below.
6. Click **Create Document Type** button.
    a. The Document Type will be created and will be listed in the Documents screen.

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. Click on coloured square to select different colour.	#1143c4
Enabled (check box)	·True (selected) - displays as a selectable document type in CareRight ·False (unselected) - does not display in CareRight	True

**denotes mandatory field*