Add a Document Type

To add a new Document Type, from the main menu, arrive at the Document Types setup with this path: Setup > Other > Document Types.

The Document Types list opens. Click the **Add Document Type** button at the upper left of the form.
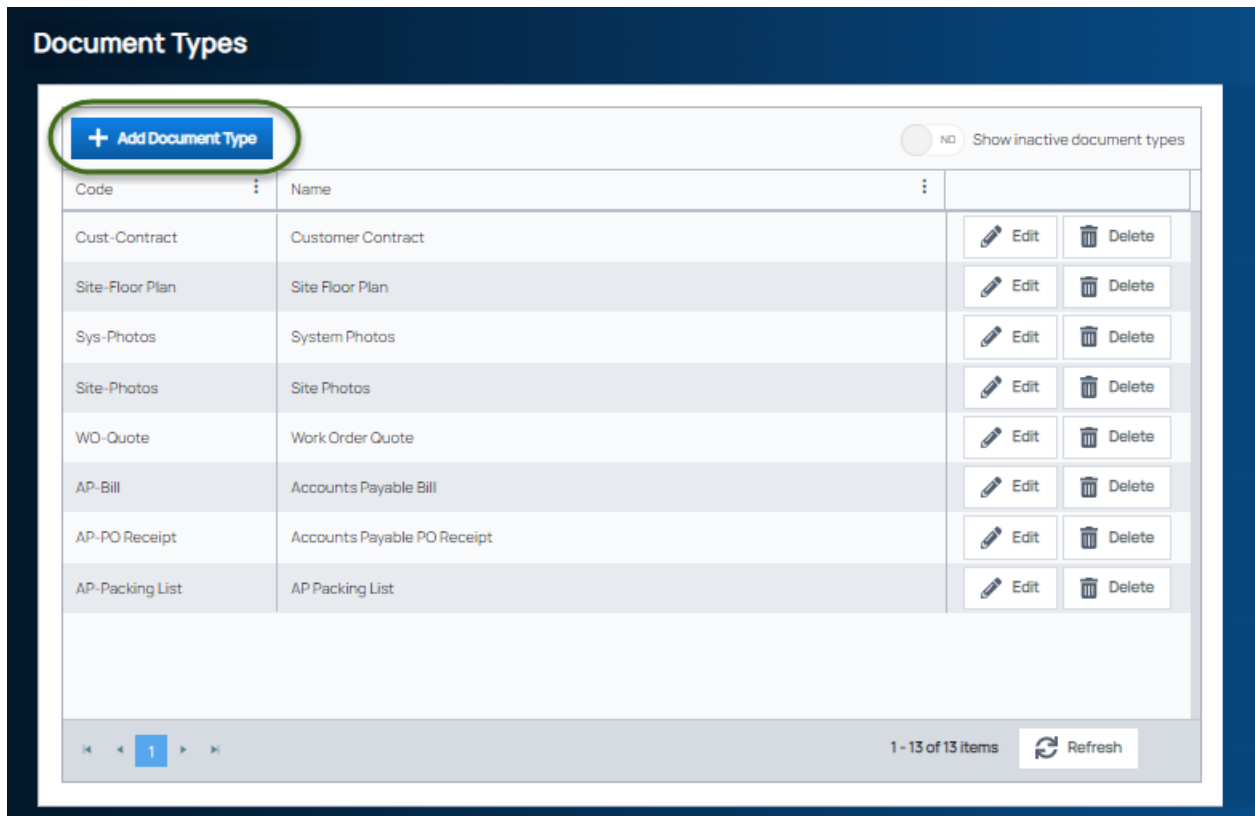
The Document Type Edit form opens. There are only two data entry fields on this form, and both are required. Each data entry field is described below.

- **Code**: Enter a code for the document type. Maximum of 25 characters allowed.
- **Name**: Enter a name for the document type. Maximum of 25 characters allowed.

When finished, click the **Save** button at the bottom of the form.