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 will be displayed. Click on the Add Document Type button at the upper left of the form.
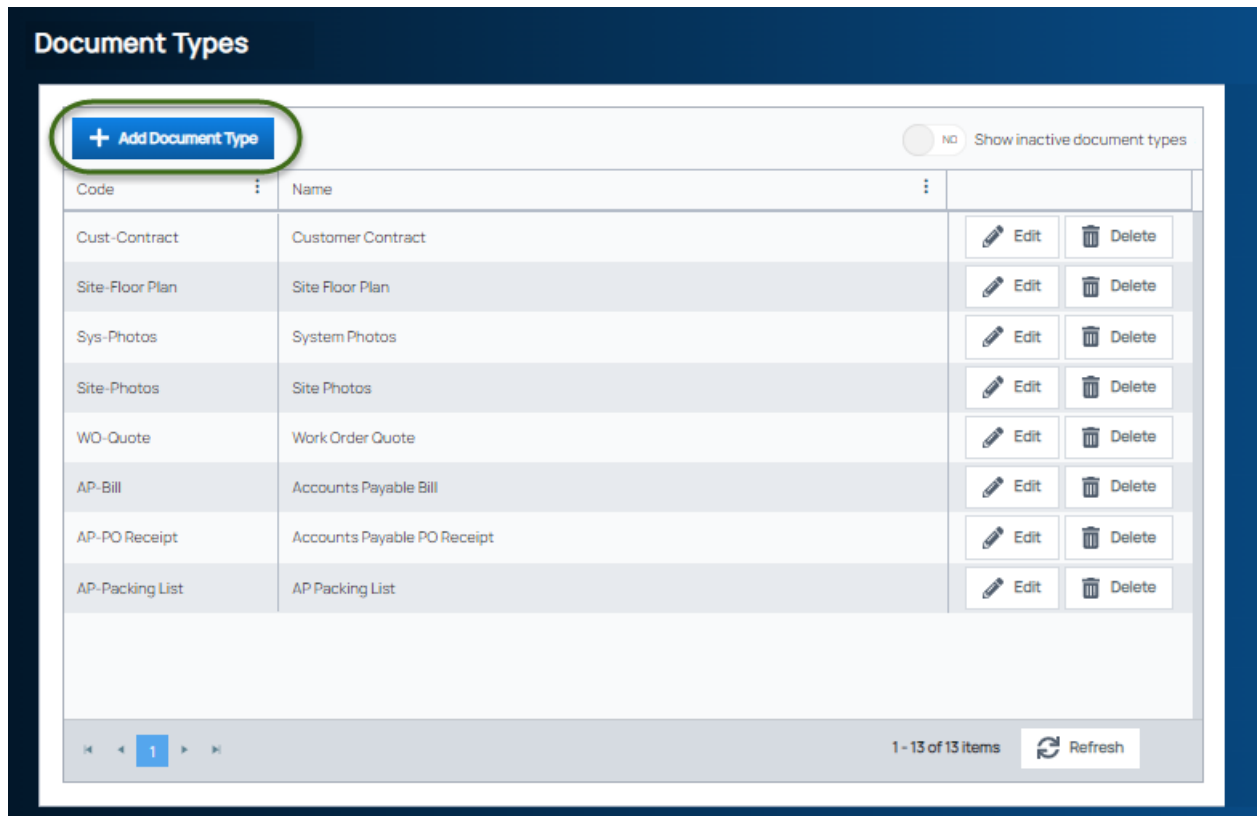
The Document Type Edit form will be displayed.   There are only two data entry fields on this form, and both are required. Each data entry field will be described below.

- **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.