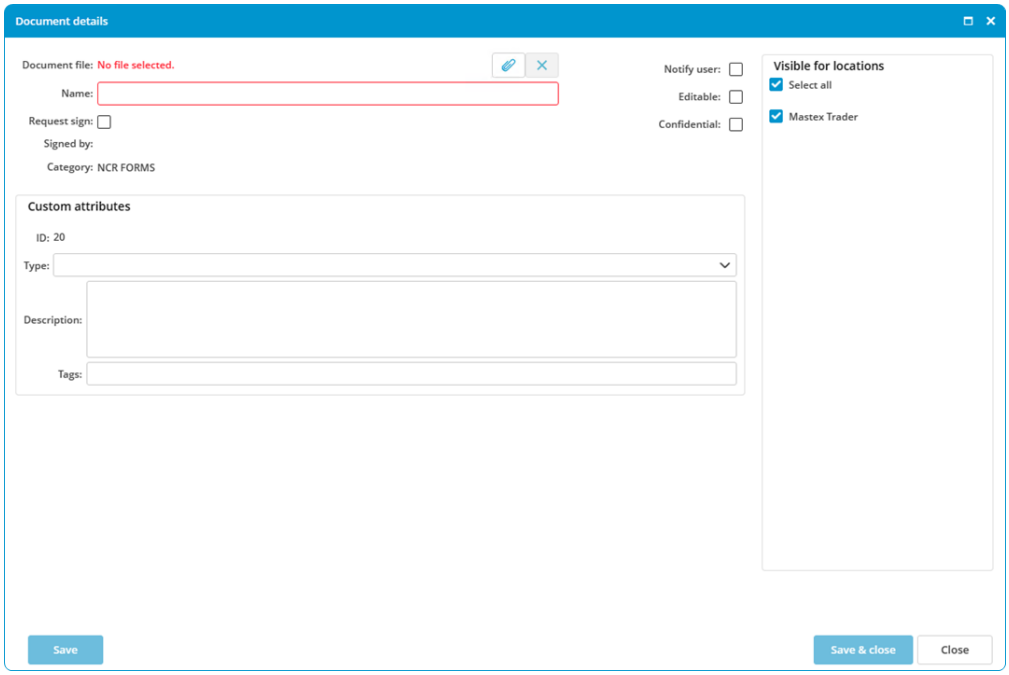
How do I create a new document?

1. Click on **New document.**



2. Click on  to select the **document.**
3. Enter or edit the **Name**. The name of the document will be automatically generated based on the chosen document.
4. In the right column, select the **locations** for which the document should be visible.
5. Complete all required fields.
6. Click on **Save & close.**

- **Description**: Enter a description of the document.
- **Tags**: To be able to search for certain words using the search function.
- **Confidential**: Indicate whether this is a confidential document. Only authorised users will have access to this document. This document will not appear in the list for non-authorised users.
- **Sign**: If the document has to be signed before it can be opened, select this option. In order to open the document, the user will first be prompted to enter the password.
- **Notify user**: The user will be notified of any changes to the document when starting MXSuite.
- **Editable**: Select this option if the document needs to be edited. This makes it possible to edit the document at a later date and save it in the database.

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