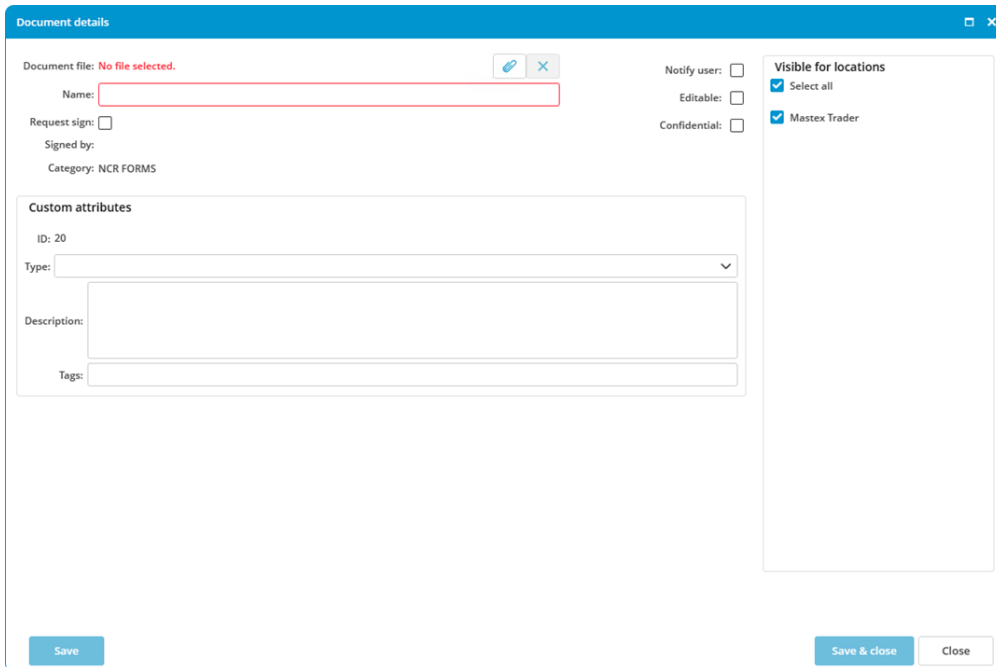


How do I create a new document?


1. Click on **New document**.



The screenshot shows the 'Document details' form in MXSuite. The form is divided into several sections:

- Document file:** A red message 'No file selected.' with a blue link icon and a close button.
- Name:** A text input field with a red border.
- Request sign:** A checkbox.
- Signed by:** A text input field.
- Category:** A dropdown menu showing 'NCR FORMS'.
- Custom attributes:** A section with fields for 'ID' (set to 20), 'Type' (a dropdown menu), 'Description' (a large text area), and 'Tags' (a text input field).
- Notify user:** A checkbox.
- Editable:** A checkbox.
- Confidential:** A checkbox.
- Visible for locations:** A section with two checkboxes: 'Select all' (checked) and 'Mastex Trader' (checked).

At the bottom of the form, there are three buttons: 'Save', 'Save & close', and 'Close'.

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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