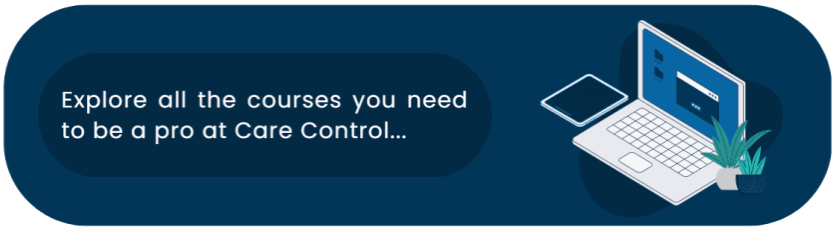
Creating a New Document Type

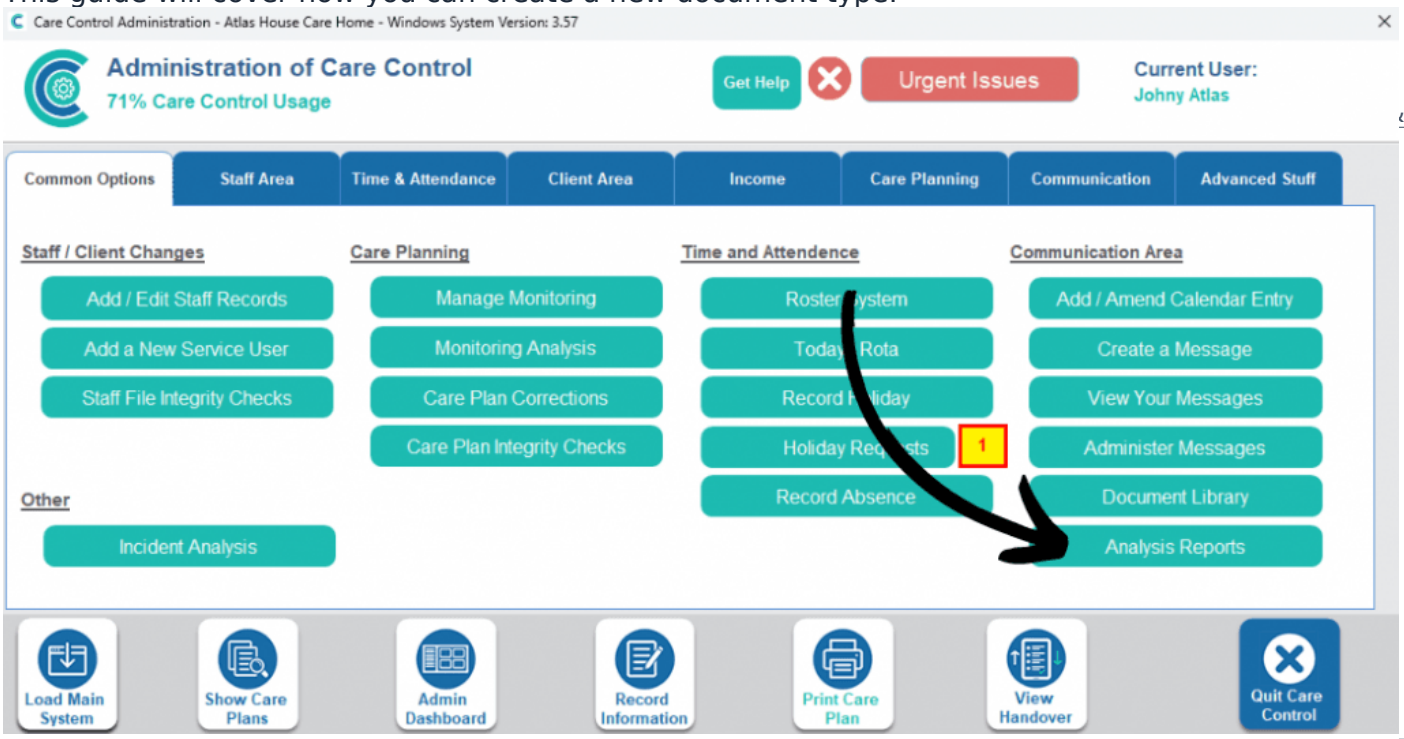
Analysis Windows · https://cclearninghub.co.uk/docs/creating-a-new-document-type/



Creating a New Document Type

The Document Library has some pre-set options for document type when uploading to the system.

This guide will cover how you can create a new document type.

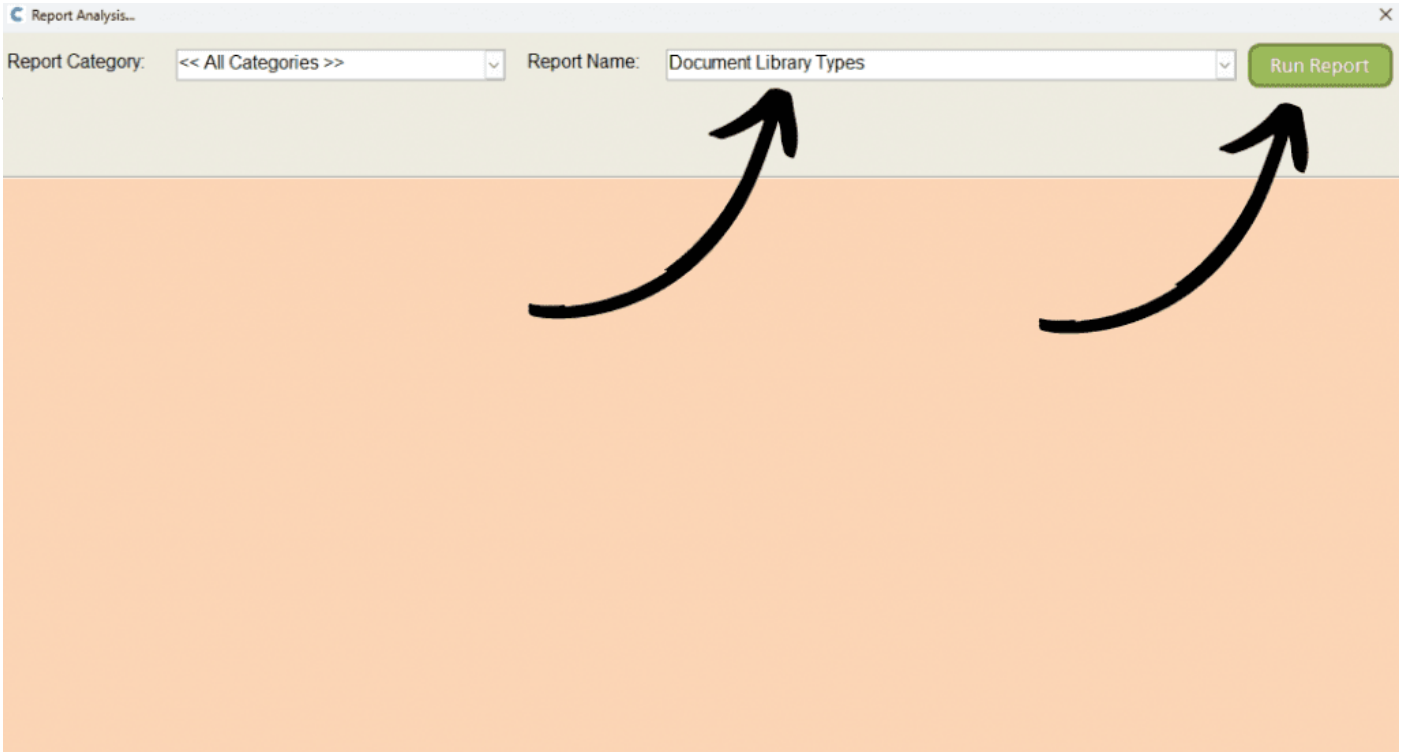


1

In the **Administration of Care Control Windows**, navigate to the **Analysis Reports** tool, which can be found under the **Common Options** tab.

2

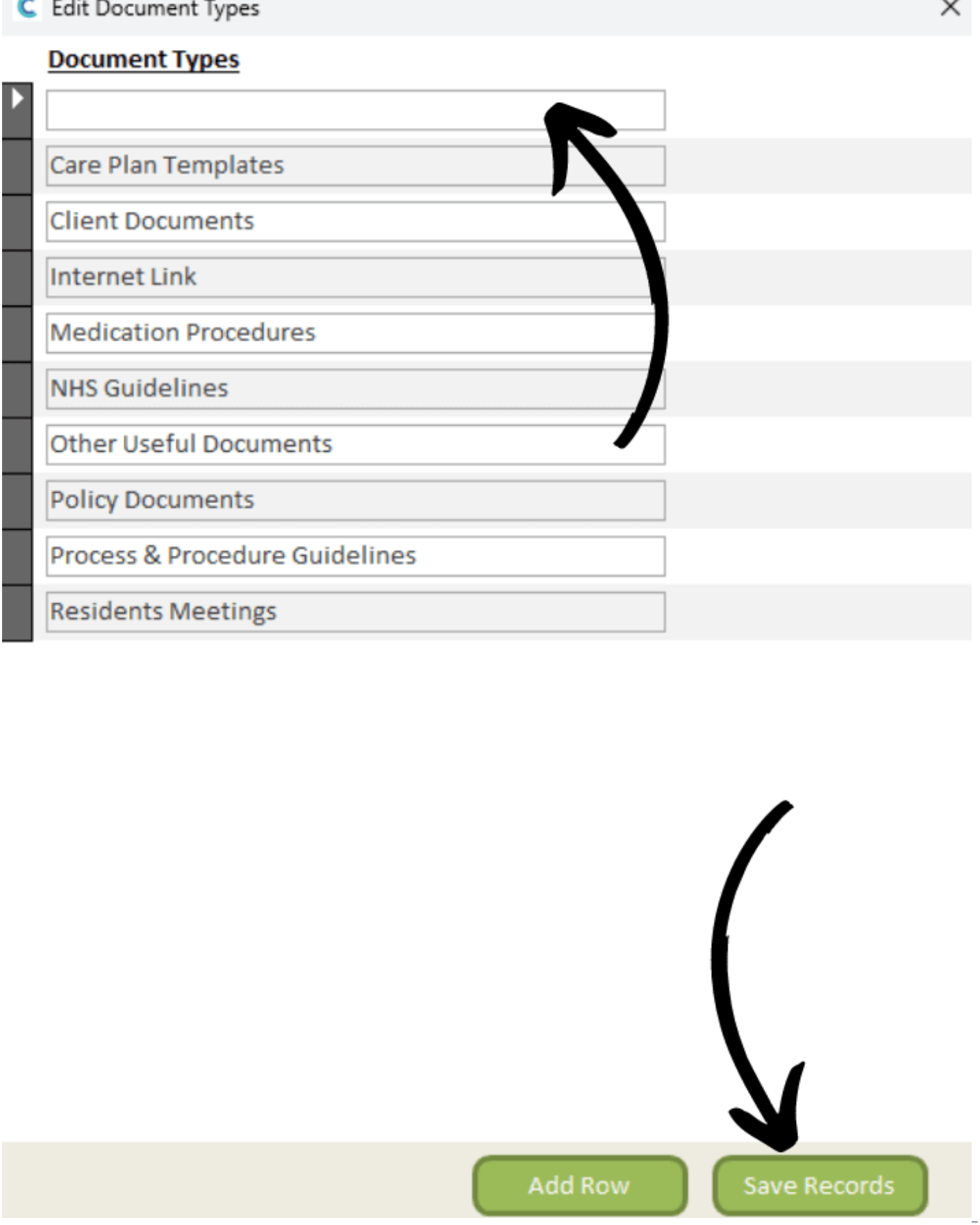
A new window will open. Here, choose **Communication** for the Report Category, and **Document**

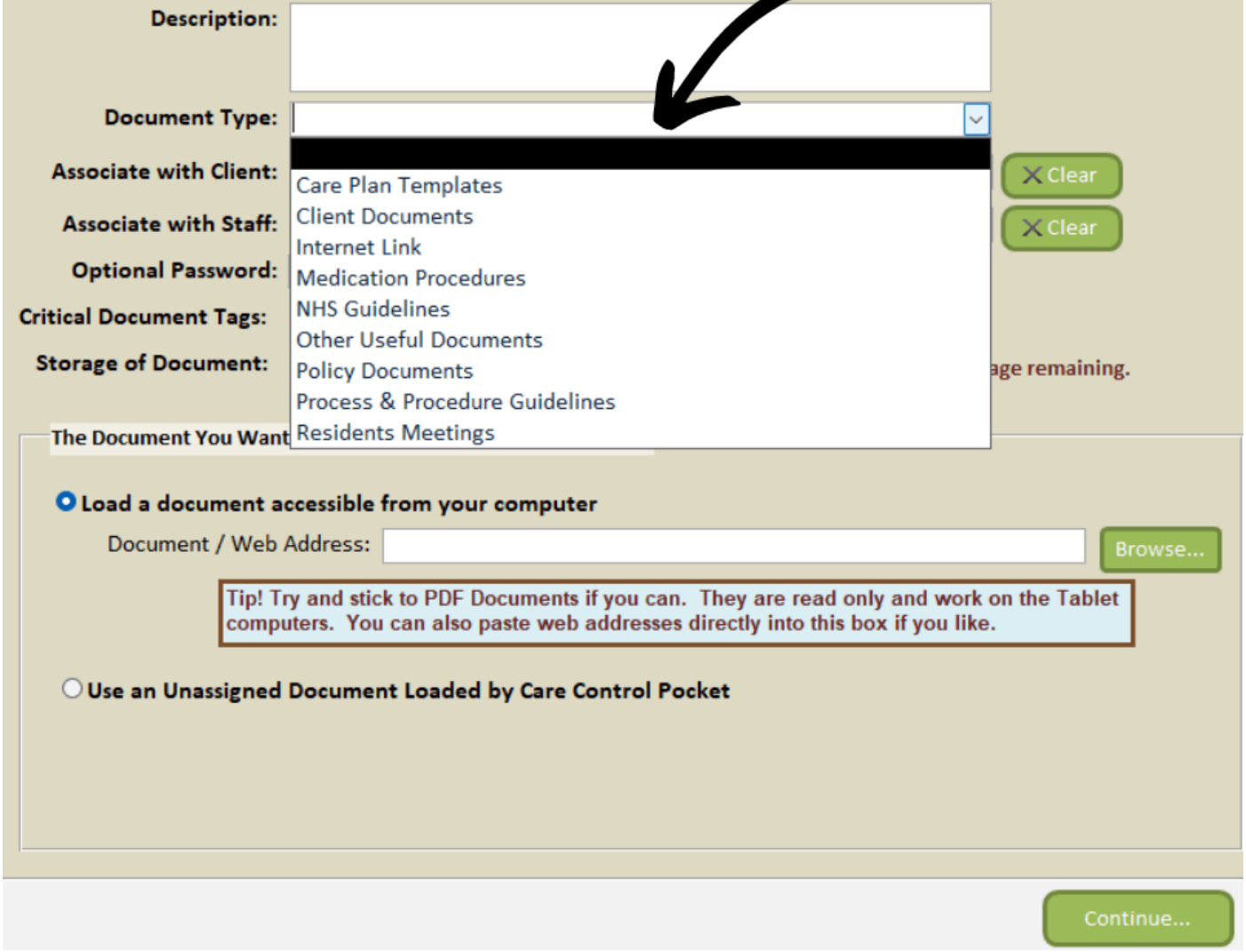




3

A list of the current document types will be displayed. Press **Add Row** to create a new one.


Edit Document Types
Document Types
Care Plan Templates
Client Documents
Internet Link
Medication Procedures
NHS Guidelines
Other Useful Documents
Policy Documents
Process & Procedure Guidelines
Residents Meetings
Add Row
Save Records



5

Now, when uploading a new document to the document library, your new option will appear in the document type drop-down list.