

Update existing document

This action requires the "**update documents**" permission.

On the edit page, document's name and description can be edited, while the table name is not.

NAME	DESCRIPTION	NUMBERING FORMAT	DATE FIELD NAME FOR NUMBERING
Sale Order	Enter description	95N-96YYYY	Enter date field name for numbering year
RMA Service Order	Enter description	SE-95N-96YYYY	Enter date field name for numbering year
Rental Order	Enter description	RNT-95N-96YYYY	Enter date field name for numbering year

Users can add new and remove existing document types and edit the document type's description and numbering format, which defines the document number format (eg. **SE-%5N-%YYYY** -> **SE-00001-2024**).

Users can also add, edit or remove status categories and define category's default name, background color and font style.

NAME	COLOR	FONT STYLE
Sale orders Default Status		Select font style

Revision #10

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