

Document Store Admin Portal – Creating AutoText

You can manage AutoText for your department and personal AutoText.

Open Document Store Admin Portal

To access the Admin Portal type the following text into your web browser and press the enter key.

documentstoreadminportal.app

Document Store / Admin Portal Dashboard	Analytics AutoText Branding Clinic E	Department DocumentType Template Promote
General Information		
Analytics Analyse Document Store statistics	Audit Trail Review and monitor system usage	
Department Settings		
Department Autotext Manage departmentwide autotext	Department Branding Manage letterhead and contact information	Department Clinics Manage clinics and their contact information
Department Staff Manage the staff linked to departments		

Select the AutoText tab

📆 Document Store / Admin Portal	Dashboard	Analytics	AutoText	Branding	Clinic	Department

Create New AutoText

1. Select your **Department** from the drop down list (if you are in more than one department).

Your departments AutoText list will be displayed

2. Click Create



- 3. Type a Name for the AutoText (Note each name must be unique, duplicate names cannot be used)
- 4. **Type** or copy and paste your text (Note the right mouse facility does not provide a paste feature so remember to use the key board shortcut of **Ctrl V** to paste)
- 5. Include Data Items if required
- 6. Click Save



The AutoText will be listed and will be ready for everyone in that department to use when creating a new Document.