

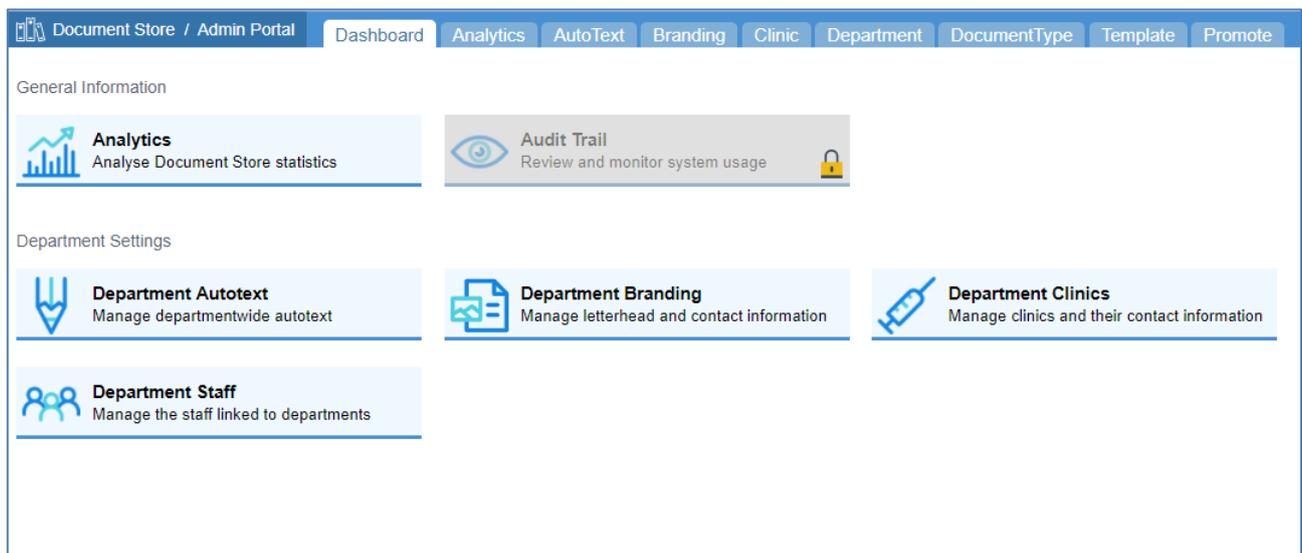
Document Store Admin Portal – Creating AutoText

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



Select the **AutoText** tab

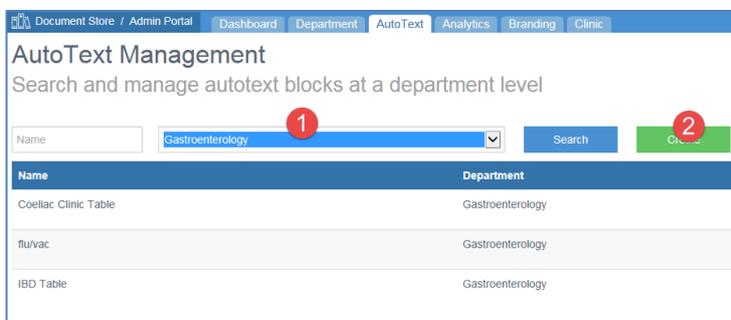


Create New AutoText

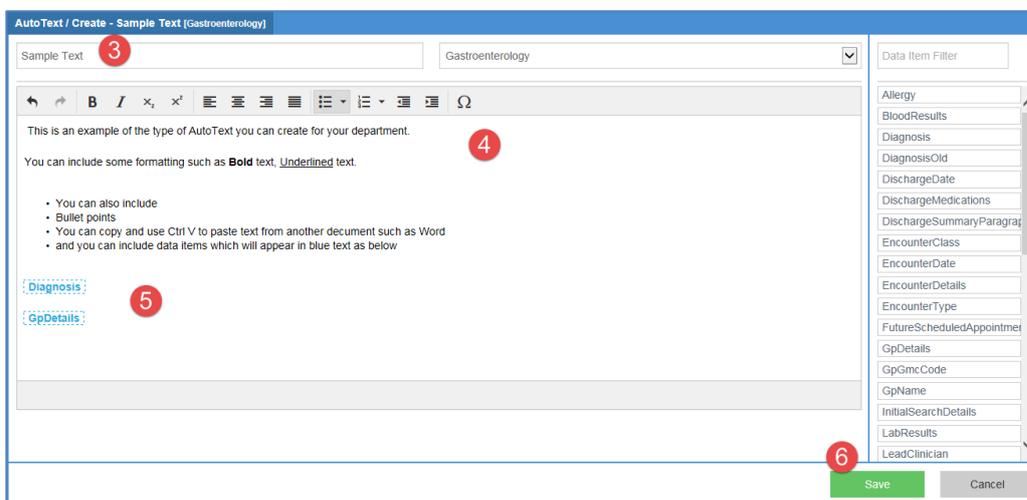
1. Select your **Department** from the drop down list (if you are in more than one department).

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.