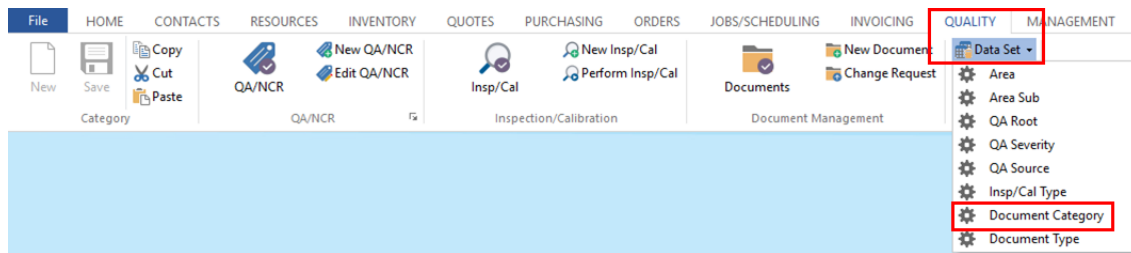


## Setting up Parameters for Document Management records in the Quality Management Systems in Opto

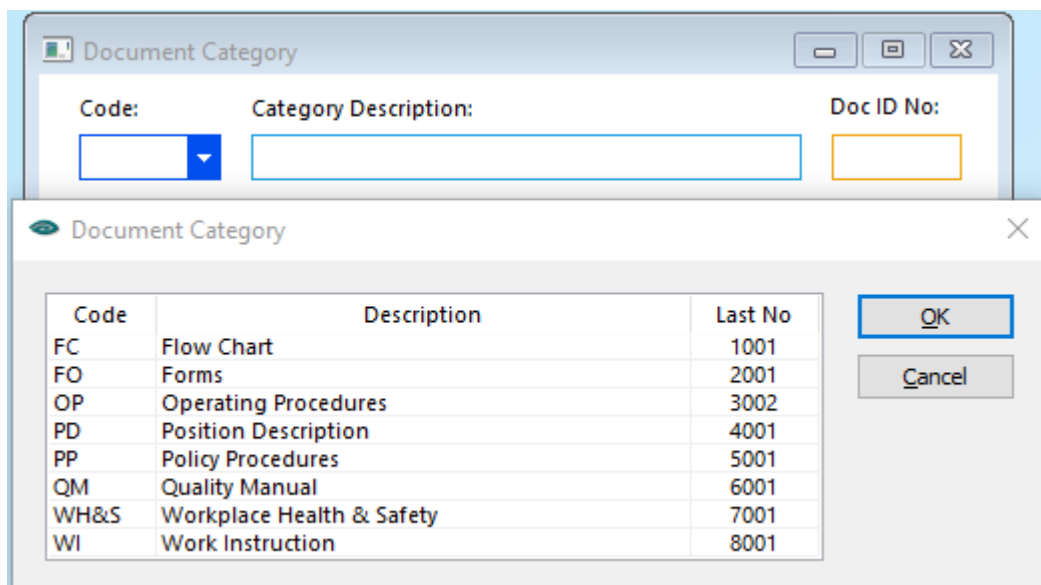
### Overview:

The following parameters must be set up and populated prior to starting data entry for Document Management records in the Quality Management Systems on the QUALITY Tab on the Opto Ribbon. These Parameters are the codes and their description that you use when selecting from the pop-up menus throughout the Quality Management System Module.

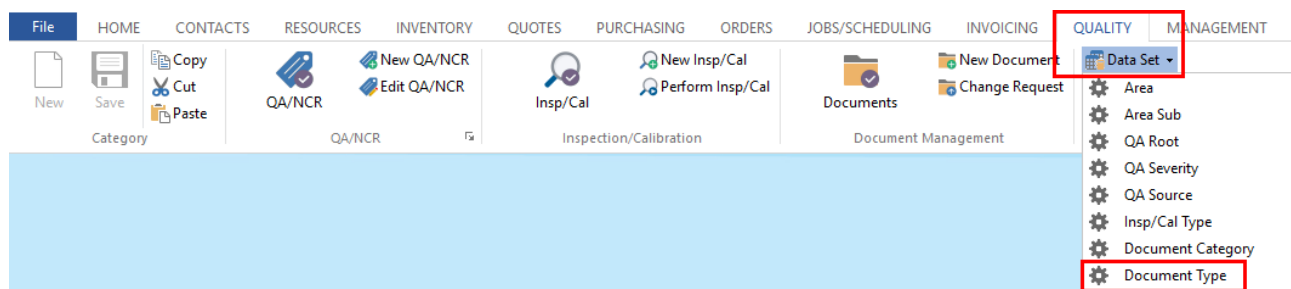
Open the **QUALITY** Tab and **click** on the 'Data Set' to display the list and select 'Document Category'.



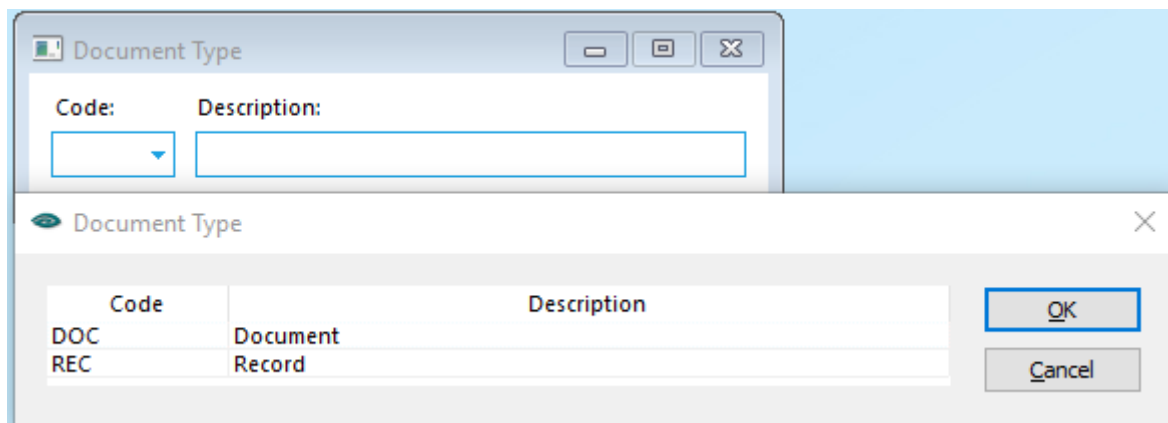
**1 - Document Categories** - To set-up the codes and descriptions - **click** on the 'Data Set' and select "Document Category" from the list. **Click** in the "Code" field and create a code, **press** <TAB> and enter description (See examples below), **press** <F9> to save. Repeat process as necessary.



On the **QUALITY** Tab and **click** on the 'Data Set' to display the list and select 'Document Type'.



**2 – Document Type** - Click in the "Code" field and create a code, **press** <TAB> and enter description (See examples below), **press** <F9> to save.



Repeat process as necessary.