# Document Type Request Form \*\*DRAFT\*\*

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| **Setup Options** | **Example** |  |
| **Disk Group** | *HR* |  |
| **Keywords****Required denoted by \*** | *Effective Date\***First Name\***Last Name\***Middle Name**UID\** |  |
| **Document Type Group** | *Human Resource Services - Personnel* |  |
| **OnBase Document Type** | *HRS P PAF* |  |
| **Auto-Name string** | *UID - Effective Date - Last Name, First Name Middle Name - Doc Type - PAF ID - PAF Type - (Created: Create Date)* |  |
| **Which Custom Queries should include this doc type?** | *HRS – All**HRS – Exit**HRS – P**HRS – P New Hire**HRS – PAF**HRS - Personnel* |  |
| **Which Scan Queues should include this doc type?** | *HRS All**HRS Exit**HRS P**HRS P New Hire**HRS PAF**HRS Personnel* |  |
| **Which User groups should be able to access this doc type?** | *HRS Administration**HRS Benefits**HRS Employment**HRS Power User**HRS Staff Scanner**HRS Student Scanner**HRS Training* |  |

If any of the answers are new items, additional forms will need to be completed to add those to the system for use. I.e. keywords, custom queries, scan queues, and user groups

Revised 11/12/2013