Document Settings

Module Guide: Document Settings

Module Location

Settings > Document Settings

Module Purpose

The **Document Settings** module serves as a central control hub for managing various global system parameters and configurations. These settings affect a wide range of functions across the application, such as file upload size limits, automated task configurations, and default values for other modules (e.g., Sales, Purchase, Production).

1. Main View (Settings List)

The main page of this module displays a complete list of all existing system parameters. From here, users can view, search for, and modify the value of each setting.

View Explanation

- **Settings Table**: Displays all configurations in a table format with the following columns:
    - **No**: A sequential number for each setting row.
    - **Module**: The name of the module associated with the setting (e.g., SETTING, SALES, PURCHASE).

    - **Setting**: The unique code or name of the setting parameter (e.g., MAXFILESIZE, MHSURL).
    - **Note**: A brief description explaining the function of each setting.
    - **Value**: The currently active value or status for the setting (e.g., 2, ACTIVE, weekly).
- **Action Buttons**:
    - **Edit**: A button to open the details page and change a setting's value.
    - **Copy, CSV, PDF, Print**: Standard functions to copy data, export to CSV or PDF format, and print the settings list.
- **Search**: A feature to find specific settings by keyword.

2. Steps to Change a Setting

The following is the workflow for changing a setting's value:

Step 1: Select the Setting to Change

From the main page (settings list), find the setting you wish to change, then click the **Edit** button on the corresponding row.

Step 2: Fill Out the Change Form

After clicking **Edit**, you will be directed to the setting's detail page.

- **Setting Name**: Displays the unique name of the setting (cannot be changed). Example: `MAXFILESIZE`.
- **Module Name Setting**: Displays the associated module (cannot be changed). Example: `SETTING`.
- **Setting Note**: Displays the description of the setting's functionality (cannot be changed). Example: `Maximum File Upload Size in Mega Byte (MB)`.
- **Setting Value**: This field is editable to change the setting's value. Enter the new value as needed. Example: Changing the value from `2` to `5` to increase the file upload limit to 5 MB.

Step 3: Save the Changes

After modifying the value, click the **Save** button to apply the changes. If you wish to cancel, click the **Back** button.

Integrated Workflow & Business Process

The settings configured in this module have a direct impact on workflows in other modules. For example:

- The value in **MAXFILESIZE** will limit the size of attachments that users can upload throughout the entire system.
- Settings like **PurchaseReviewPeriod** will determine the frequency of automated purchase reviews.
- Changes in this module are **global** and affect the system's overall operations.

Tips & Important Notes

- Make changes in this module with caution. Changing a value without a proper understanding of its function can disrupt business processes.
- Always pay attention to the **Note** column to understand the purpose of each setting before making any changes.
- It is recommended to consult with a system administrator before modifying crucial settings.
- This module is generally accessed by users with advanced privileges or administrator rights.

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