Setting up document types

Deciding what each tribe has to lodge and keep current — insurance, licences, leases, financial statements — and the difference between an expiry date and a period.

A **document type** is one thing a tribe or a franchisee has to lodge: a certificate of insurance, a food safety supervisor certificate, a lease, a set of annual financials. You define the list once, and Compliance then tells you who is missing what.

They live under **Compliance Settings**, in the **Document Types** card.

Expiry or period

This is the one decision that matters, and it is set by **Tracks**.

Tracks	Use it for	What it asks for
An expiry date	Insurance, licences, leases, agreements	An issue date and an expiry date. It goes stale on a day.
A period	Monthly profit and loss, quarterly tax returns, annual financials	A period such as 2026-07. It is either present or missing for each period.

> **THE TEST**
> Ask whether the document goes out of date on a particular day. An insurance certificate does. A June profit and loss statement never expires — it is simply there for June or it is not.

The rest of the settings

Field	What it does
About	Whether it belongs to a tribe or to a franchisee.
Who lodges it	The tribe or franchisee lodges it, or the franchisor files it. A signed agreement is usually the second.
Every / Due days after period end	Period types only. Monthly, quarterly or yearly, and how long they have afterwards.
Renews every (months)	Expiry types only. Pre-fills the next due date once one is approved.
Remind days before due / expiry	A comma separated list, such as 60, 30, 7. Recorded against the type for a future reminder — nothing is sent yet, so keep chasing from the Documents page for now.
Required	A required type with nothing current lodged shows red on the Overview and the tribe profile.
An advisor reviews it	On by default. Turn it off and a lodged document is current the moment it arrives.
Financial	Hides it from anyone without View Financial Compliance.

Required is what makes it visible

A document type marked **Required** is counted on the Overview under Documents missing, and appears as a red card on every tribe profile until something current is lodged. A type that is not required is available to lodge but never chased.

> **START WITH FEWER TYPES THAN YOU THINK**
> Every required type multiplies across the network — twelve types across sixty tribes is seven hundred documents to chase. Begin with insurance and the licences you are legally exposed on, and add the rest once those are green.

Archiving one

Set the status to Archived when a document is no longer collected. Documents already lodged against it are kept and stay readable; it simply stops being required and cannot be lodged against again.