

General Documents-Edit

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If the User has General Document Edit permissions, the User will be able to make changes to the Description, Security Level and Document Type information for an attached document. Follow the steps below to edit existing documents located in the General Documents list.

Note: The File Name for previously saved scanned files may not be changed. If the File Name is incorrect, the original file must be deleted and then re-scanned.

1. To Edit an existing General Document information, highlight the General Document to be edited then click the Edit button located at the lower right of the General Document list.

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2. The Document Edit form will be displayed. Make the necessary changes then click the Update button located at the lower right of the Document Edit form. When a document is edited, the User name and the update date/time are saved to the document, and displays in the General Documents list.

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