How to Edit an Archived Document
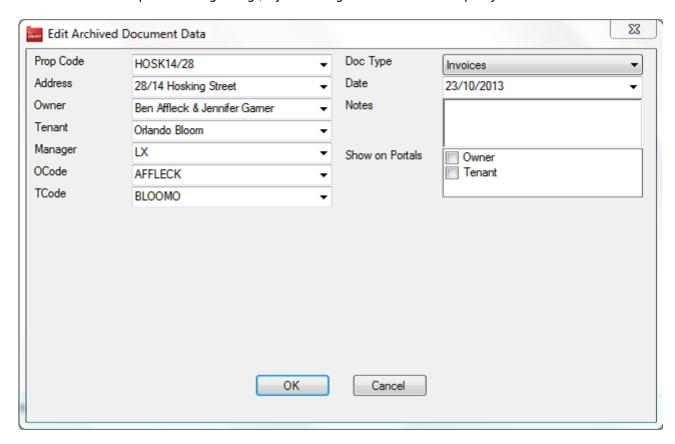
1. In the Found Documents List, select the required document.
2. Click the Edit button.
3. Make the required changes e.g., by selecting the Address or Property code.

4. Click the OK button to save the changes.

⊘ If you have Bulk Edit permission then you will be able to edit multiple documents at the same time. This is useful if you need to change labels for many documents from one criteria to another. For example, you might like to publish all Owner Invoices currently archived in fileSMART to the Owners Portals.

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