

## How to Edit an Archived Document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.

The screenshot shows a dialog box titled "Edit Archived Document Data". It contains the following fields and values:

Prop Code	HOSK14/28	Doc Type	Invoices
Address	28/14 Hosking Street	Date	23/10/2013
Owner	Ben Affleck & Jennifer Gamer	Notes	
Tenant	Orlando Bloom	Show on Portals	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant
Manager	LX		
OCode	AFFLECK		
TCode	BLOOMO		

At the bottom of the dialog are "OK" and "Cancel" buttons.

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.