

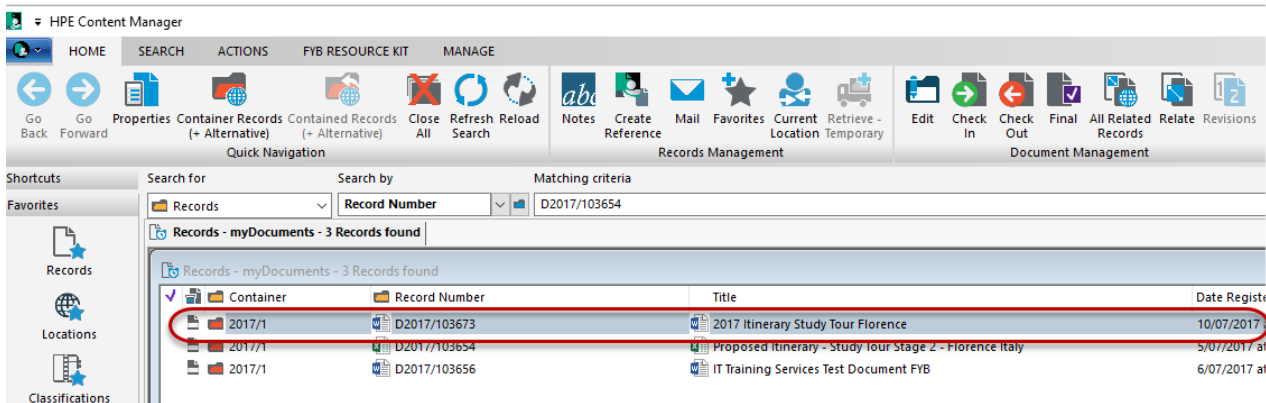
Replacing Documents

Introduction

If a document which resides in HPE Content Manager is updated, to avoid duplication or multiple renamed versions, a document can simply be replaced as a new revision; this preserves the original record number and revision history and ensures good record-keeping practices are upheld.

Procedure

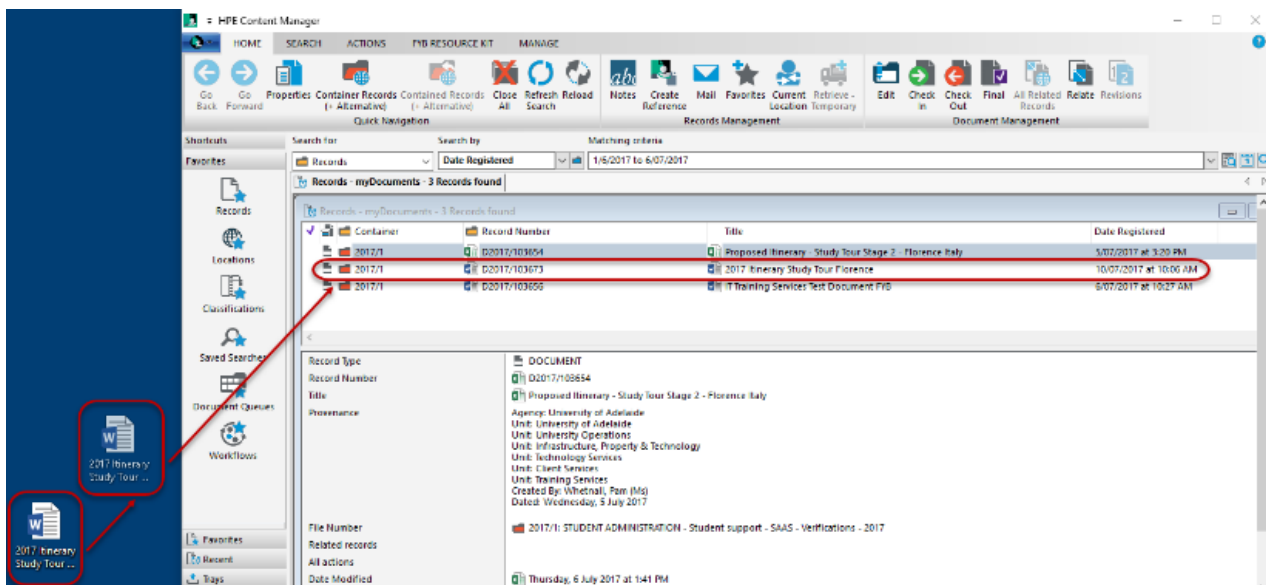
1. In HPE Content Manager, click to highlight the document you wish to replace.



2. Locate the updated document you wish to replace the existing registered HPE Content Manager document with (i.e. from shared drive or desktop).

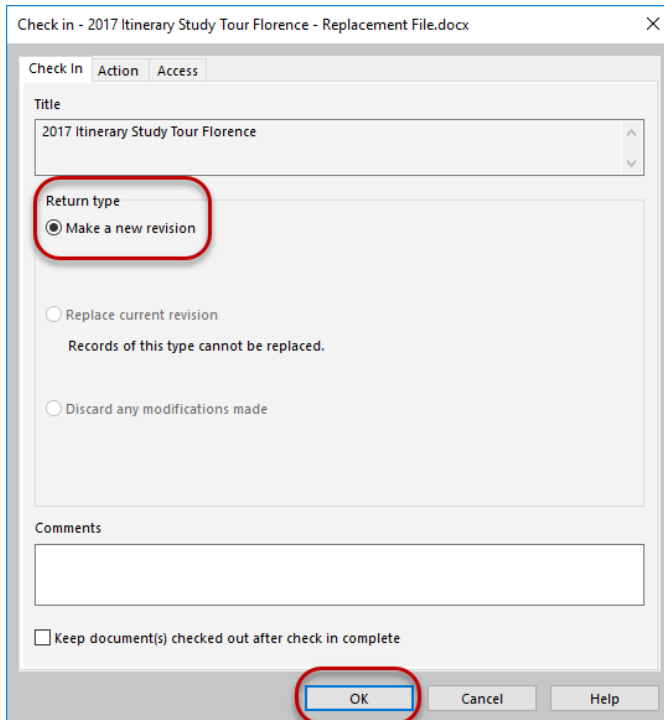
Note: emails cannot be added as a replacement, only attachments within emails.

3. **Click and drag** document on top of the title of the document in HPE Content Manager then release (“drop”).

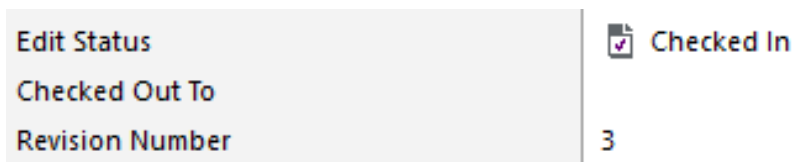


4. A dialogue box will appear asking whether to make a new revision; click **OK**.

Note: Check the title of the record displayed in this screen to ensure you have selected and dragged and dropped onto the correct document.



5. The document's Edit Status will now show as **Checked In** and the number of revisions made will increase.



Contact Us

For further support or questions, please contact Records Services on **8313 5334** or records.services@adelaide.edu.au