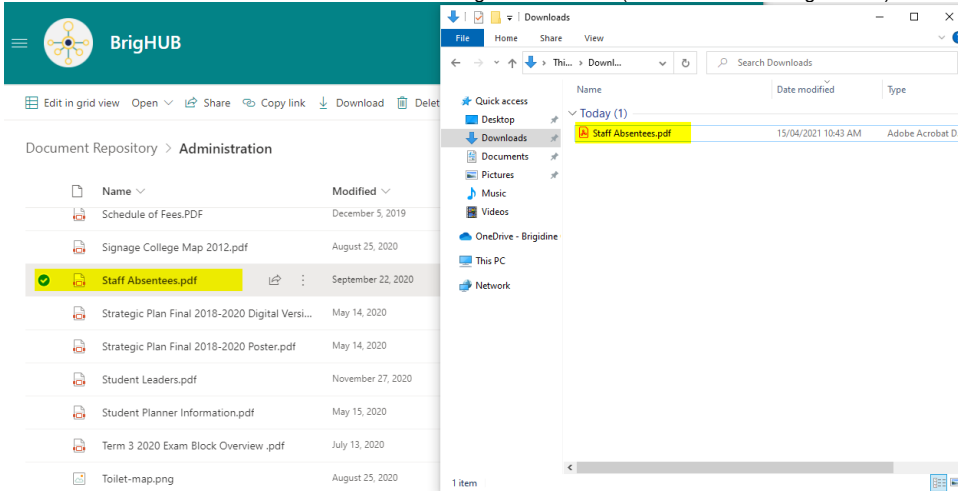


Replacing Documents in BrigHub Document Repository

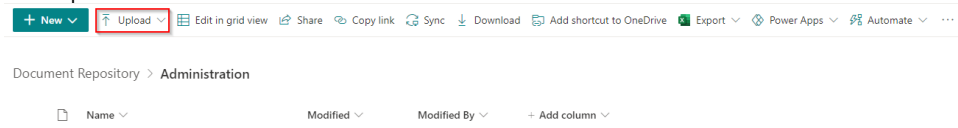
Use these instructions to update an **existing** document in the BrigHub document repository. It is important that you **replace** the document to keep the existing sharelinks working correctly.

Instructions

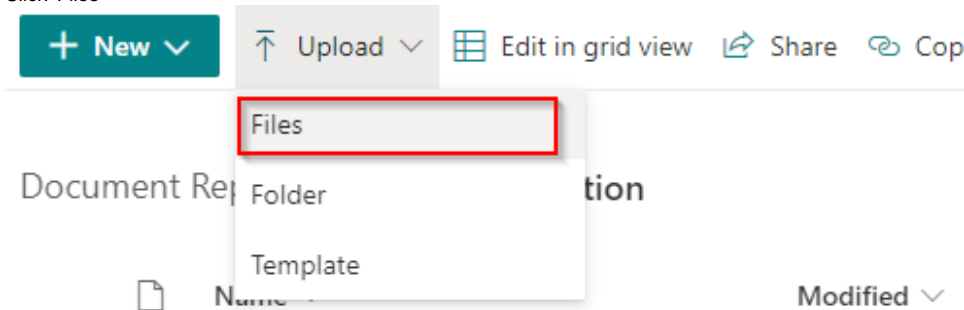
1. **Navigate** to the documents **file location**.
If you are unsure of where the file is located, you can find instructions [here](#) on how to navigate to a documents file location.
2. **Rename** the new document so that it matches the BrigHub document (as shown in the image below).



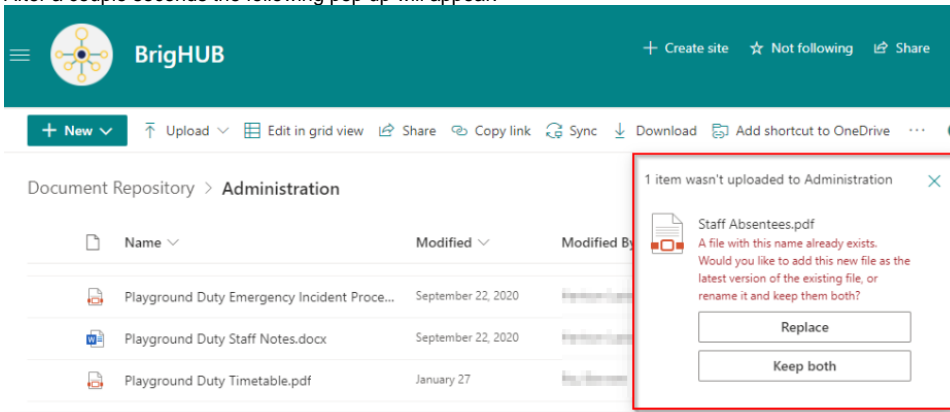
3. **Click 'Upload'**.



4. **Click 'Files'**

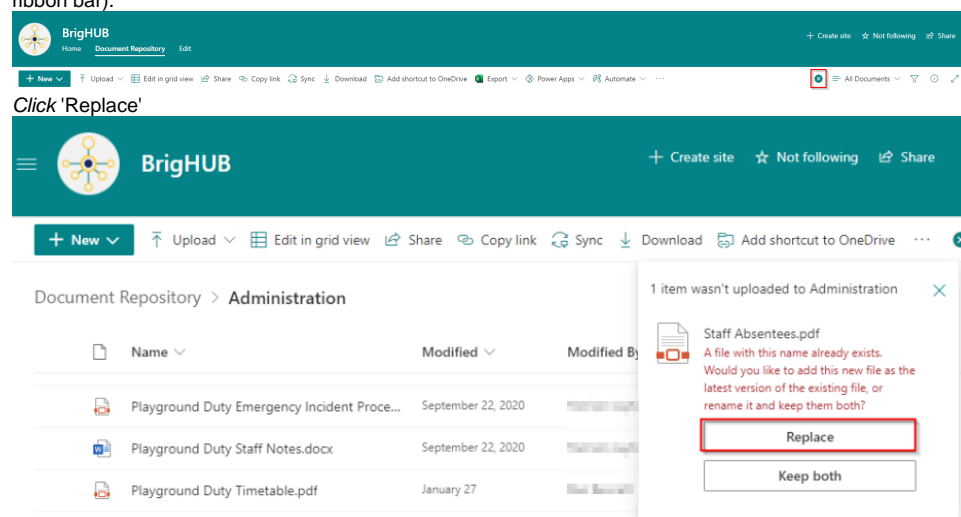


After a couple seconds the following pop up will appear.

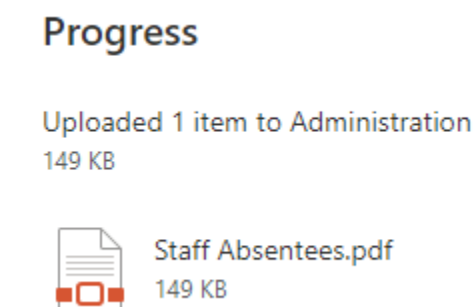


If you miss it, *click* the 'X' on the far right of the ribbon bar to bring up the prompt again. (You may need to maximise the window to see the full ribbon bar).

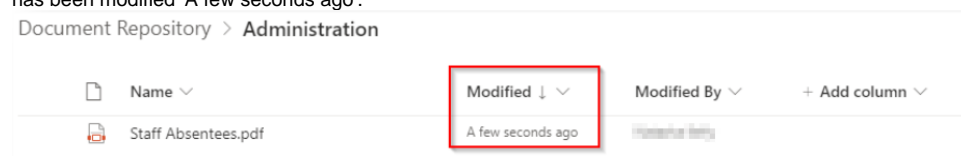
5. Click 'Replace'



Once the document has been replaced, the following pop up will briefly appear.



You can also check the document has been replaced successfully by checking the modified date, as shown below where the replaced document has been modified 'A few seconds ago'.



Related articles

- [Checking a File's Version History in SharePoint](#)
- [Navigating to a file location in the BrigHub Document Repository](#)
- [Uploading Documents to a BrigHub Document Repository](#)
- [Replacing Documents in BrigHub Document Repository](#)
- [Risk and Compliance Form Documentation](#)