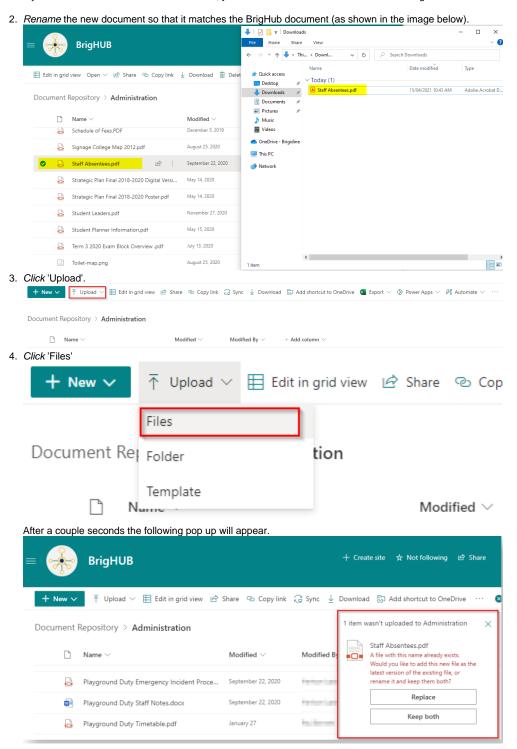
Replacing Documents in BrigHub Document Repository

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

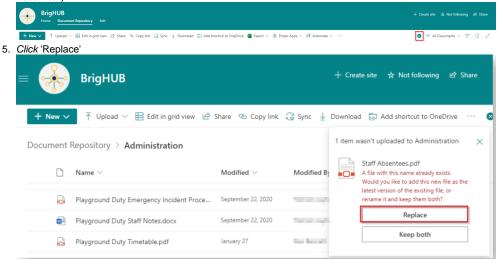
Instructions

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.



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).



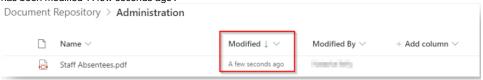
Once the document has been replaced, the following pop up will briefly appear.



Uploaded 1 item to Administration 149 KB



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