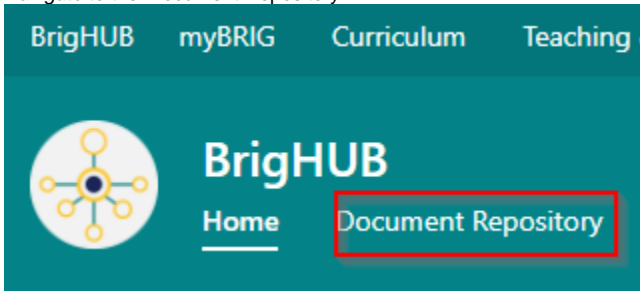


Navigating to a file location in the BrigHub Document Repository

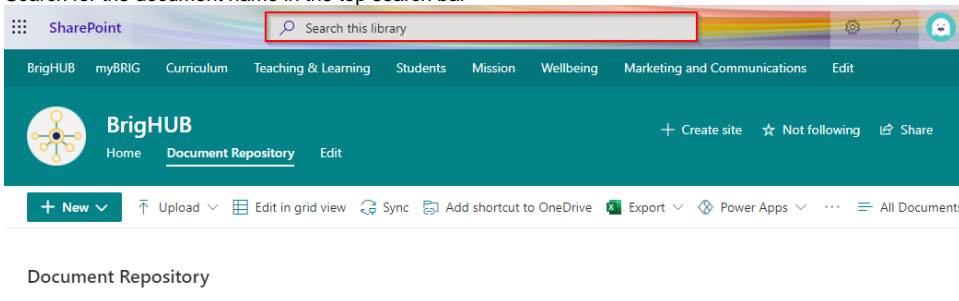
Use these instructions to navigate to the **file location** of a document in the BrigHub Document Repository. The **file location** of a document is needed when a document needs to be replaced, you can find instructions on how to replace an existing document in the document repository [here](#). If more than one copy of the file has been uploaded please contact IT and we will resolve the issue.

Instructions

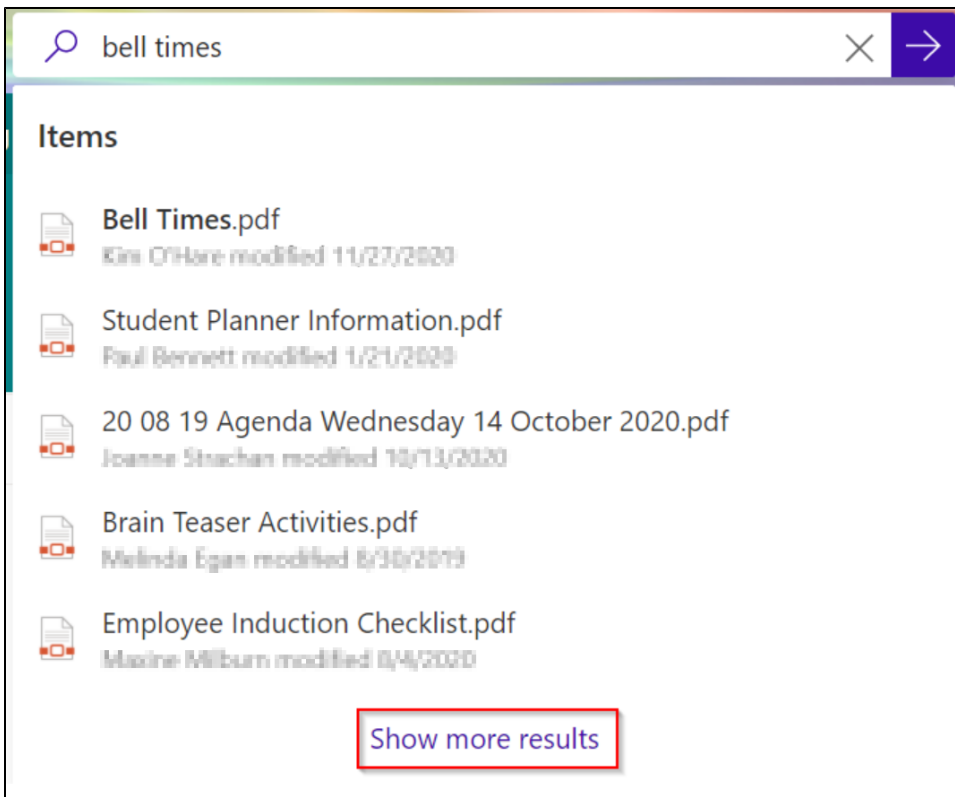
1. *Navigate to the 'Document Repository'*




2. *Search for the document name in the top search bar*



3. *Click 'Show more results'*



4. Scroll through the list of returned documents and then *click* the three dots next to the file name.



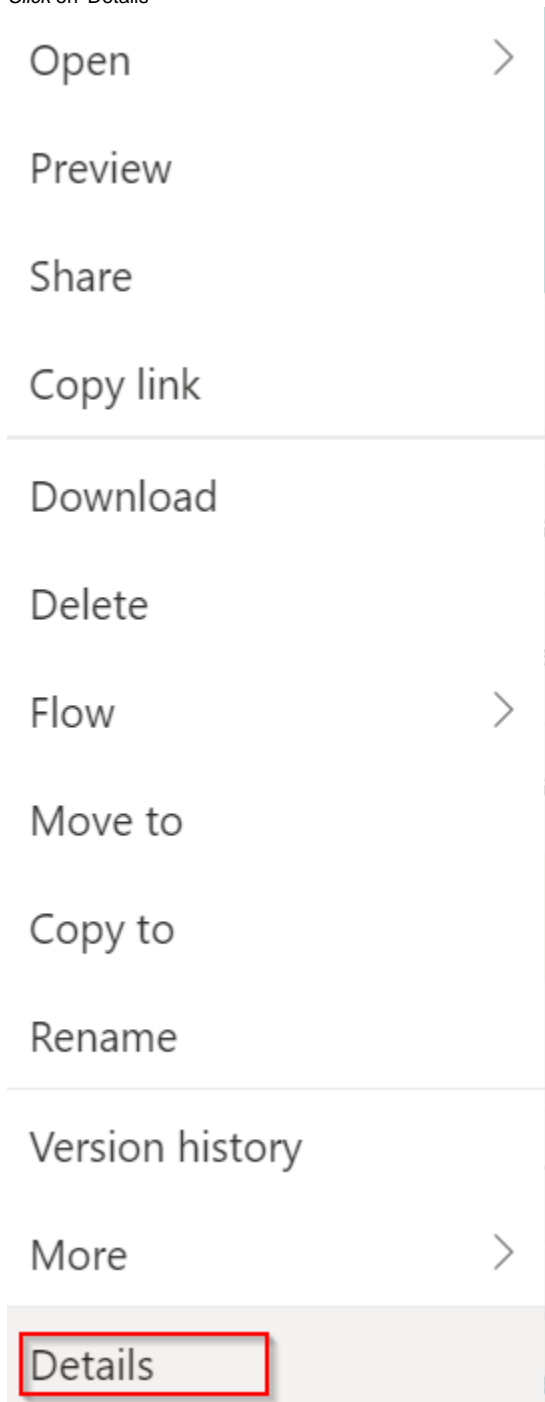
BrigHUB

[Home](#)[Document Repository](#)[Edit](#)

Open Share Copy link Download Delete Automate Move to C

	Agenda Tuesday 16 June 2020.pdf	September 24, 2020	Heather Kelly	
	BCI1E-QLD - Staff Induction - Apr201...	August 15, 2020	Paul Bennett	
	BCI1E-QLD - Staff Induction - Apr201...	4 hours ago	Heather Kelly	
	Bell Times.pdf		November 27, 2020	Kim O'Hara

5. Click on 'Details'



6. More details will appear on the right, *scroll* down to the bottom of the detail information.

The screenshot shows the BrigHUB interface. At the top, there's a header with the BrigHUB logo and navigation options like 'Create site', 'Not following', and 'Share'. Below the header is a toolbar with actions like 'Open', 'Share', 'Copy link', 'Download', 'Delete', 'Automate', and 'Move to'. A list of files is displayed, with 'Bell Times.pdf' selected. To the right, a detailed view of the selected file is shown, including its name, date, and a preview of the document content. The preview shows a table with 'STANDARD' and 'HOME ROOM' sections. Below the preview, there's a section for 'Has access' showing user avatars and a 'Manage access' link. At the bottom, there's a 'Properties' section with 'Name' and 'Bell Times.pdf'.

7. Note the 'Path', excluding the 'Search results....'. This is the file location of the document

The screenshot shows the file details page for 'Bell Times.pdf'. It includes sections for 'Type' (PDF File), 'Modified' (November 27, 2020), and 'Size' (193 KB). The 'Path' section is highlighted with a red box and shows the file location: 'BrigHUB > Search results for "bell times" > Administration > Bell Times.pdf'.

In this example, the file location is BrigHUB(Document Repository)/Administration.

The screenshot shows the BrigHUB Document Repository interface. At the top, there's a header with the BrigHUB logo and navigation options like 'Home', 'Document Repository', and 'Edit'. Below the header is a toolbar with actions like 'New', 'Upload', 'Edit in grid view', 'Share', 'Copy link', 'Sync', 'Download', and 'Add shortcut to'. A breadcrumb path is shown: 'Document Repository > Administration'. Below the path is a table with columns for 'Name', 'Modified', and 'Modified By'. The table contains one row for 'Bell Times.pdf' with a modified date of 'November 27, 2020'.

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](#)