



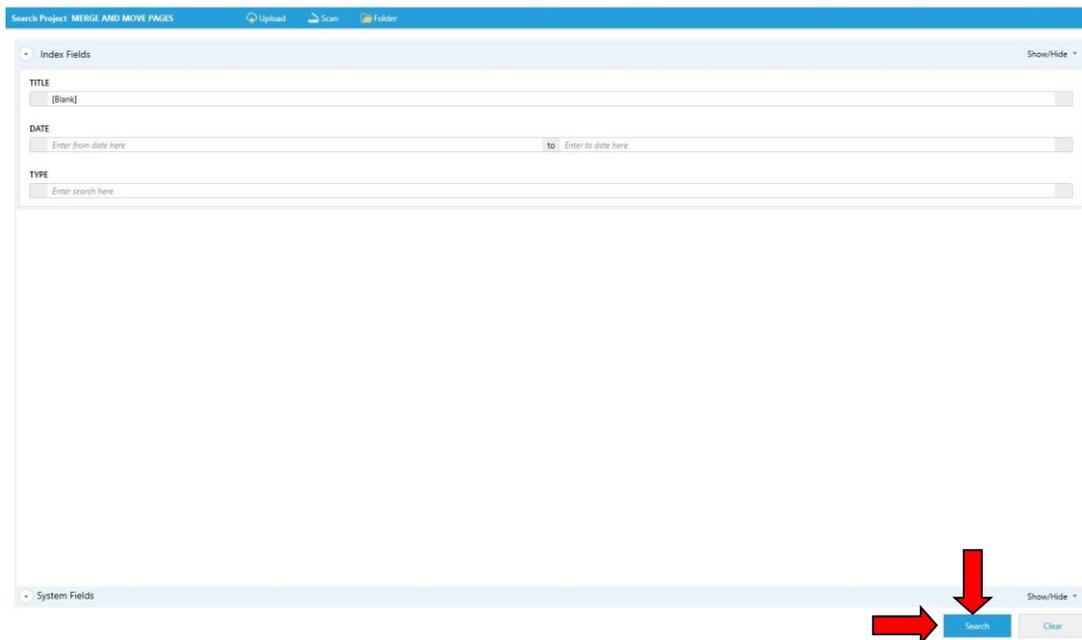
How to Alter Index Values in PaperVision Client

Note: Altering Index values is a permission not granted to all users/groups in PaperVision. This ability can be utilized if you are uploading or scanning in documents and accidentally enter the wrong index value, forget to add an index value. Please be careful when altering index values and ensure the document that you are altering index values for is the correct document, which can be done by opening the document in the PaperVision/Browser based document viewer.

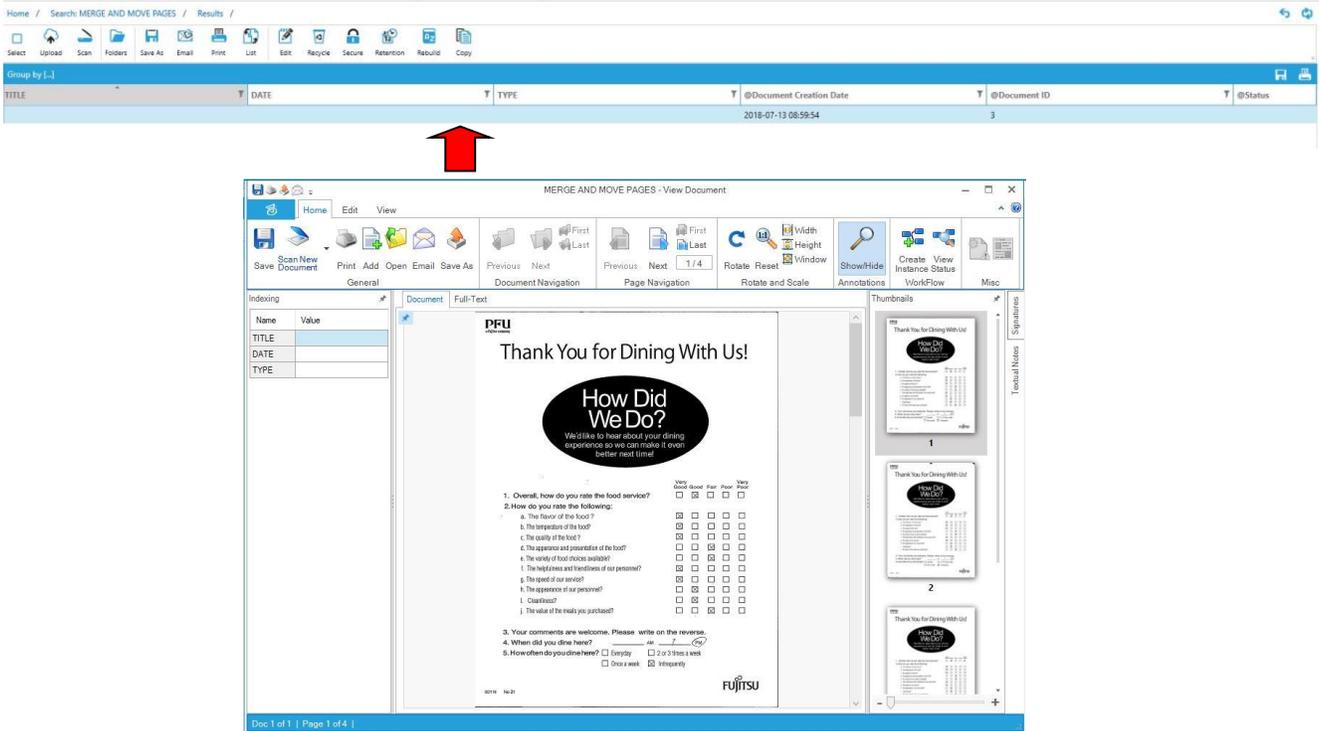
1. To begin please click/select the magnifying glass underneath the project name where the document is located that you wish to correct the index values for as seen below.



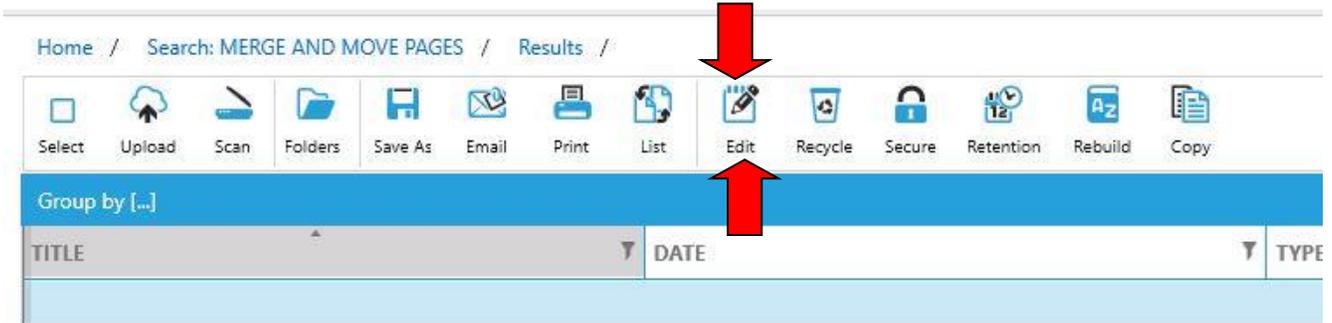
2. Search for the document that you wish to alter the index value for, in this example, I have a document within the project with [Blank] index values, so I am going to put [Blank] in the Title index value, and this will bring up the document I wish to alter as seen below. Once you have completed entering the index values to search based on hit the Search button on the bottom right to complete the search process.



3. The resulting document brought up by the search that I carried out has no index values filled out, before altering the index values, I will first open the document within my document viewer by double clicking/selecting the document.



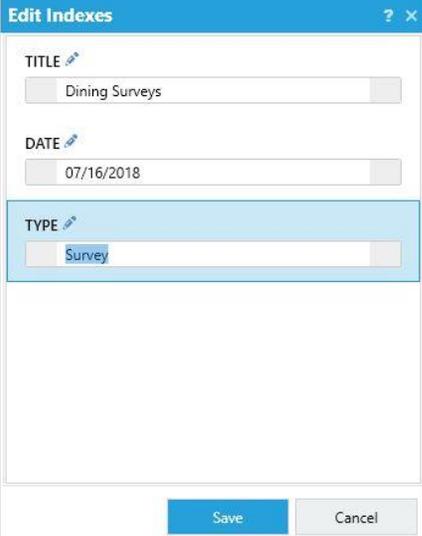
4. Now that it is ensured that this is the correct document to alter the index values for after opening it, the next step is to click/select the “Edit” button at the top in order to bring up the “Edit Indexes” popup window to correct the index values.



5. The “Edit Indexes” window will now be up on your screen and will appear like the image below, this is what will be utilized to change the index values for the document.

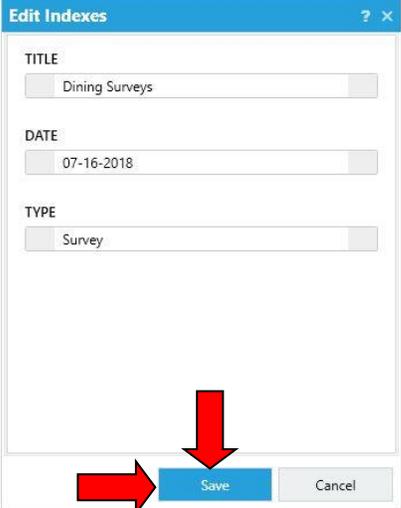
The 'Edit Indexes' popup window is shown. It has a title bar with a question mark and a close button. The window contains three input fields: 'TITLE' with a text input field, 'DATE' with a text input field and the placeholder text 'Enter DATE here', and 'TYPE' with a text input field and the placeholder text 'Enter TYPE here'. At the bottom of the window are 'Save' and 'Cancel' buttons.

6. One will now enter the correct index values for the document, in the example the correct Title will be “Dining Surveys”, Date of “07/16/2018”, and Type of “Survey”.



The screenshot shows a dialog box titled "Edit Indexes" with three input fields: "TITLE" (Dining Surveys), "DATE" (07/16/2018), and "TYPE" (Survey). The "Save" button at the bottom is highlighted in blue.

7. Once you have entered the correct index values click/select the “Save” button at the bottom of the “Edit Indexes” window and it will save the alterations made to the index values for the document.



The screenshot shows the "Edit Indexes" dialog box with the same values as the previous image. A red arrow points to the "Save" button, and another red arrow points to the "Save" button from below.

8. After hitting the “Save” button you will see the index values for the document update in the search results page, giving you confirmation that the index values have been updated and changed, and you have now completed the process of changing/altering the index values of a document.



The screenshot shows a search results page with a table of results. A red arrow points to the row for "Dining Surveys".

TITLE	DATE	TYPE	@Document Creation Date	@Document ID	@Status
Dining Surveys	07/16/2018	Survey	2018-07-13 08:59:54	3	