# How to Alter Index Values on R83.5 Website

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 accidently 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 Project that you wish to correct the documents index value(s) within to bring up the search criteria in order to begin the process.
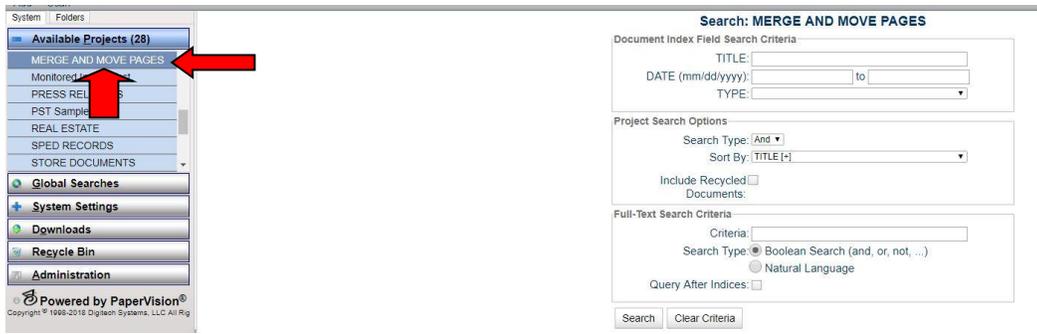

2. Search for the document that you wish to alter the index value for, in this example, I have a document within the project with [Blank] index values, so I am going to put [Blank] in the Title index value, and this will bring up the document I wish to alter as seen below. Once you have completed entering the index values to search based on hit the "Search" button on the bottom right to complete the search process.
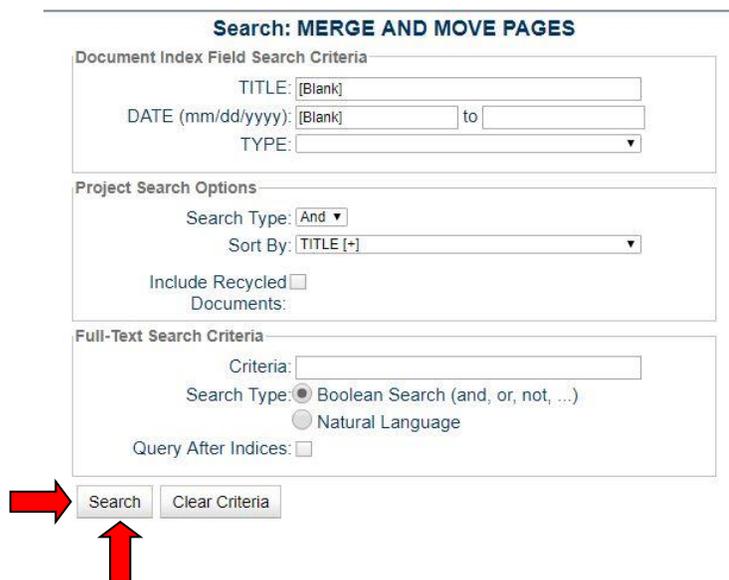
3. The resulting document brought up by the search that I carried out has no index values filled out, before altering the index values, I will first open the document within my document viewer by double clicking/selecting the document.
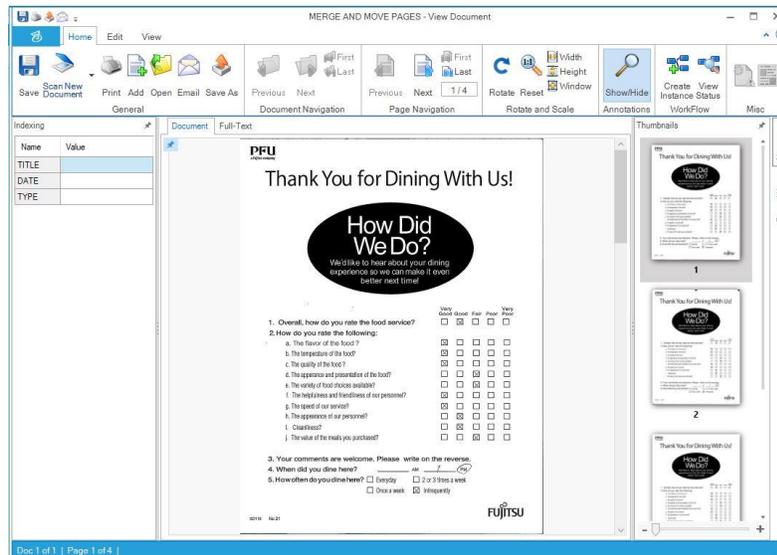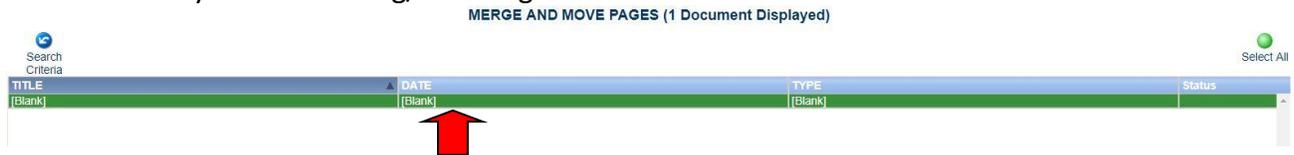
4. Now that it is ensured that this is the correct document to alter the index values for after opening it, the next step is to click/select the "Alter" button 3rd over to the right at the top left in order to bring up the "Alter Index Values" popup window to correct the index values.
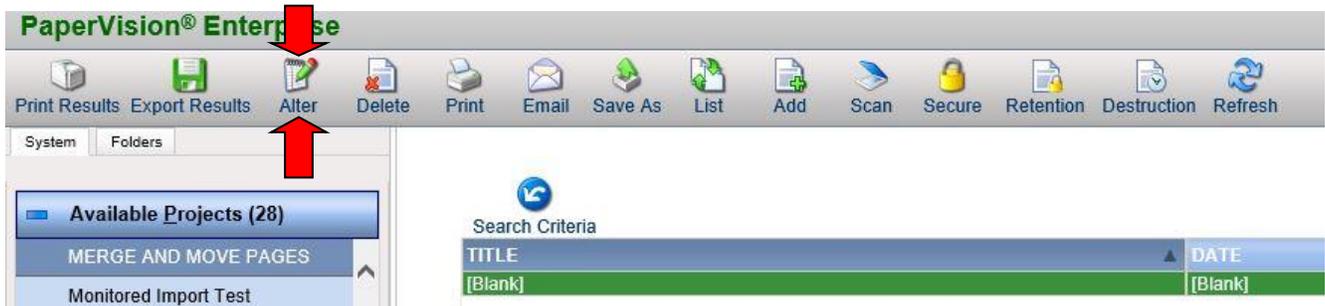
5. The "Alter Index Values" window will now be up on your screen and will appear like the image below, this is what will be utilized to change the index values for the document.
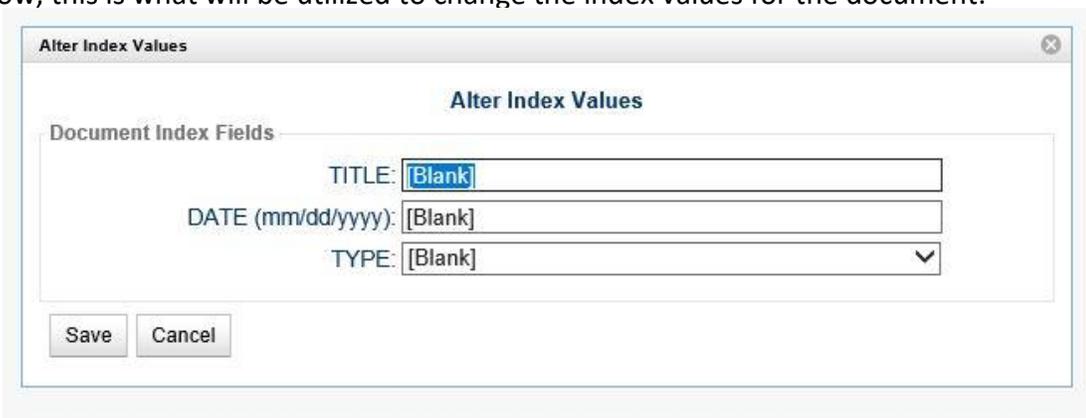
6. One will now enter the correct index values for the document, in the example the correct Title will be "Dining Surveys", Date of "07/16/2018", and Type of "SURVEY".

7. Once you have entered the correct index values click/select the "Save" button at the bottom of the "Alter Index Values" window and it will save the alterations made to the index values for the document.

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. A popup window will also appear after hitting the "Save" button seen below that simply states "Document index values have been updated", you can hit the "OK" button to close this message, or it will disappear on its own in a few seconds after appearance.