



How to Alter Index Values in R85 Browser Based Viewer

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.

Search: MERGE AND MOVE PAGES

Index Fields Show/Hide

TITLE
[Blank]

DATE (MM-dd-yyyy)
[] to []

TYPE
[]

System Fields Show/Hide

Options

Search Type
And

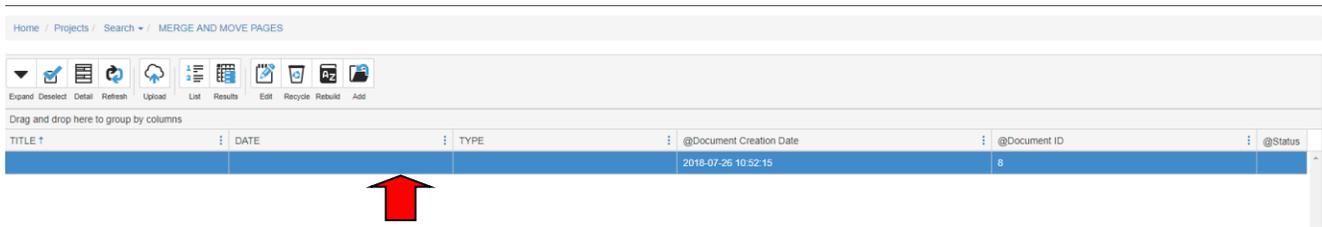
Sort By
TITLE [+]

Include Recycled Documents

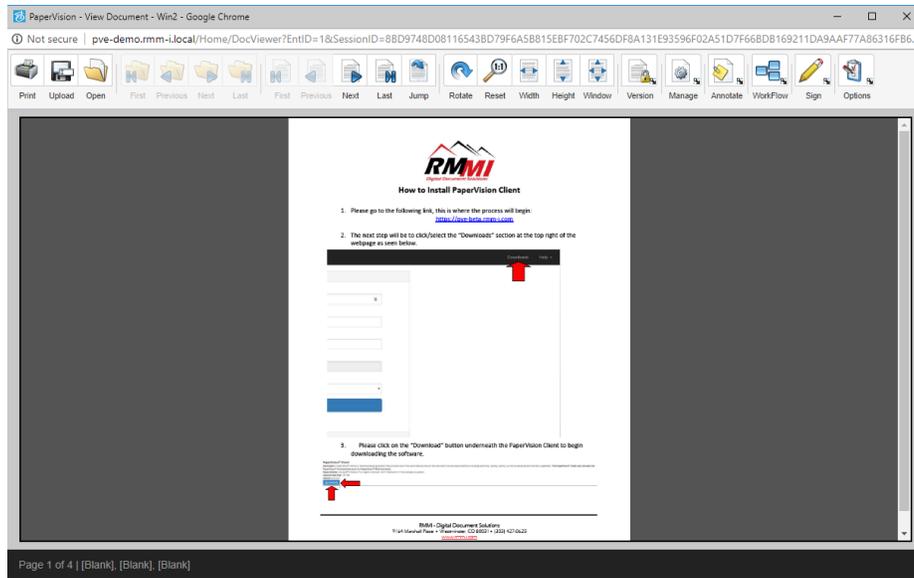
Full-Text

Criteria
[]

3. The resulting document brought up by the search that I carried out has no index values filled out, before altering the index values, to begin the process of altering and filling out the index values, please double click the document to open it in your “Browser-Based Viewer” as seen below.



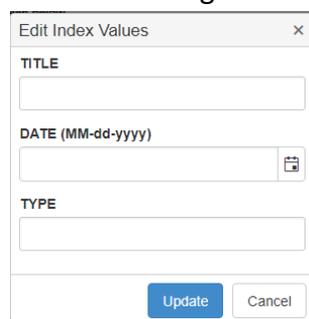
TITLE	DATE	TYPE	@Document Creation Date	@Document ID	@Status
			2018-07-26 10:52:15	8	



4. Now that the document is open in your “Browser-Based Viewer”, 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.

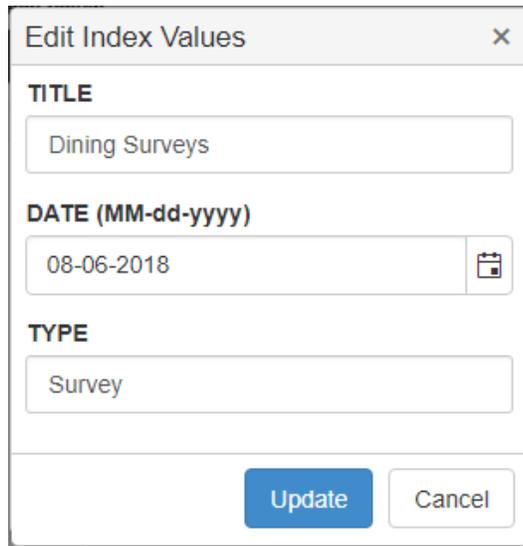


5. The “Edit Index Values” window will now be up on your screen and will appear like the image below, this is what will be utilized to change the index values for the document.

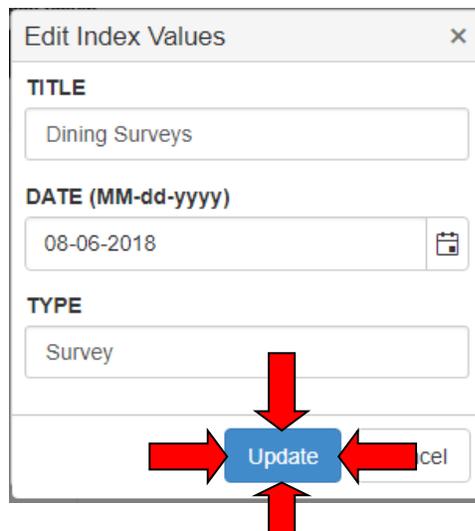


The "Edit Index Values" window is a small dialog box with a close button (X) in the top right corner. It contains three input fields: "TITLE", "DATE (MM-dd-yyyy)", and "TYPE". Below the input fields are two buttons: "Update" and "Cancel".

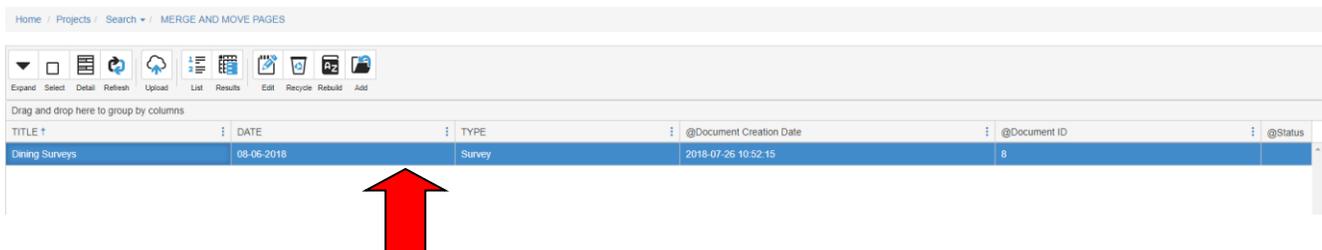
6. One will now enter the correct index values for the document, in the example the correct Title will be “Dining Surveys”, Date of “08-06-2018”, and Type of “Survey”.



7. Once you have entered the correct index values click/select the “Update” button at the bottom of the “Edit 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.



TITLE	DATE	TYPE	@Document Creation Date	@Document ID	@Status
Dining Surveys	08-06-2018	Survey	2018-07-26 10:52:15	8	