How to update documents

The **Update All Documents button** allows you to mark a document as **Included, Inserted,** or **Tabbed**, change a document's **Number**, **Title**, and **Date**, and **Move, View,** or **Remove** the document. You can also download the document as a **PDF**. Changes on the **Update All Documents page** will be saved automatically. You can update documents after upload from the **Sections** Tab. Find the section with your documents and select **Update All Documents**.

1. The first two documents will open for edits, and you will be able to change the document number, title, and date by editing the open fields.

2. Before doing so, note how the **Document Ordering** for the section is set up. These changes will impact the order since it can be set up by title, date, or number.

3. To edit additional documents, select **Edit.**
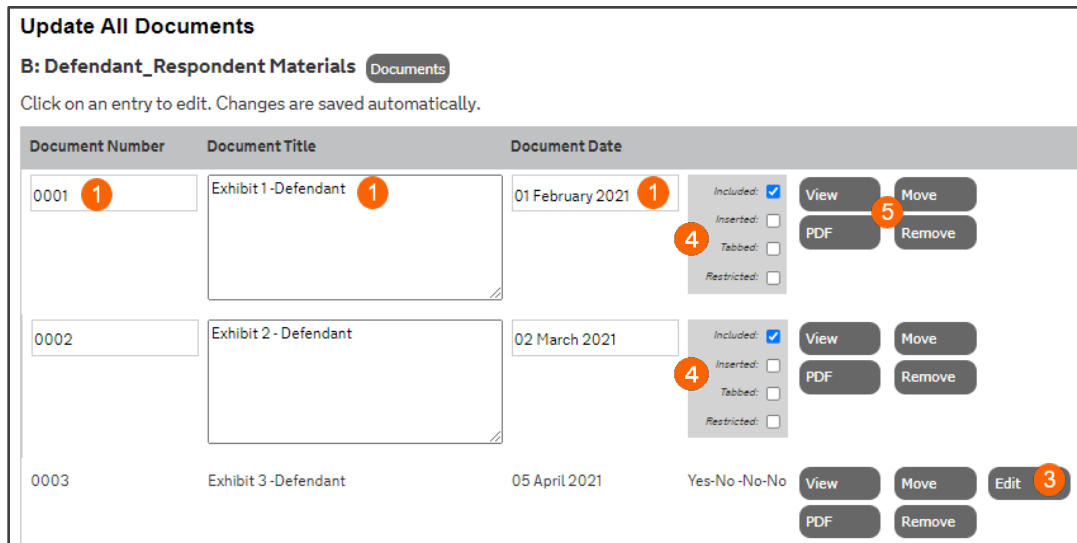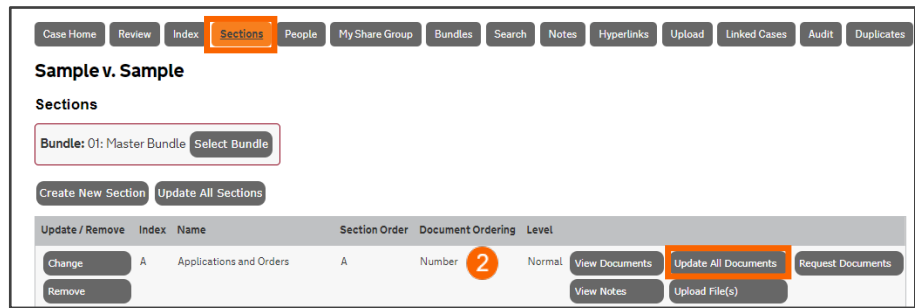
4. To the right of each document are checkboxes. Here you can mark documents as **Included**, **Inserted**, or **Tabbed**. All documents are **Included** in the Master Bundle by default.

   Suppose you need to submit evidence late and want to include the documents without impacting the pagination. Check the box **Inserted**, and the document will be added but given a sub-number (a,b,c). When you select **Tabbed**, the system will insert a blank page before the document marked as tabbed. This is useful when printing a copy of the bundle.

5. Use the final selection of buttons to download the document as a **PDF and View, Move,** and **Remove** a document. Some accounts will have restrictions on removing documents. You will need to have permission to **Add/Remove Party Documents**.

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