

Upload a Revised Version of an Existing File

To upload a revised version of an existing file in the Documents Module, open the Documents Home Page from the Main Menu and navigate the repository until you find the file you want to have an updated revision. Click the vertical three-dot icon to right of the file opening the file's context menu and select Upload New Revision.

The screenshot shows the 'Documents' interface. At the top right, there is a breadcrumb 'Documents > Home' and an 'INFO' button. Below this is a yellow warning banner: '5 documents require your attention. [Review documents](#)'. The main area has two buttons: '+ ADD DOCUMENT' and '+ NEW FOLDER'. A search bar is on the right. Below the buttons is a breadcrumb 'Home > Policies :'. A table lists documents with columns: Title, Revision, Type, Revision date, Size, Owners, and Tags. The table contains five rows of documents, all owned by 'Mary Winchester'. A context menu is open over the first row, showing options: View, Properties, Upload new revision, Move to, Delete, Download, and QR code / Link. At the bottom right, there is a 'Rows per page: 100' dropdown and a 'RESET TABLE SETTINGS' link.


<input type="checkbox"/>	Title	Revision	Type	Revision date	Size	Owners	Tags
<input type="checkbox"/>	Emergency Response.pdf	2	pdf	4/8/2026	3.4 MB	Mary Winchester	☆
<input type="checkbox"/>	EnTac Attendance Policy	2	pdf	4/8/2026	893.6 KB	Mary Winchester	☆
<input type="checkbox"/>	EnTac Code of Conduct	3	pdf	4/8/2026	893.6 KB	Mary Winchester	☆
<input type="checkbox"/>	EnTac IT Acceptable Use Policy	2	pdf	4/8/2026	893.6 KB	Mary Winchester	☆
<input type="checkbox"/>	EnTac Workplace Safety	2	pdf	4/8/2026	893.6 KB	Mary Winchester	☆

This opens the New Revision Upload Modal.

The screenshot shows the 'Upload a new revision' modal. The title is 'Upload a new revision' with a close button (X). Below the title, it says 'Emergency Response.pdf (Current revision: 1)'. The main area is a large dashed box containing a cloud icon with an upward arrow. Below the icon, it says 'Max file size 500 MB' and 'Max files 1'. At the bottom of the dashed box, it says 'Drag and drop your file or [select one](#) from your device.' At the bottom of the modal, there are two buttons: 'CANCEL' and 'CONTINUE'.

Either drag and drop your file into the modal or select a file from your device and select Continue.

Upload a new revision ✕

 Emergency Response Standard.pdf [Select a different file](#)


BASIC DETAILS **ADVANCED OPTIONS**

Title (228)

Description

Revision current revision: 1

Owners

Revision date 

CANCEL UPLOAD REVISION

The modal now displays the Basic Details Tab and the Advanced Options Tab.

Change the revision number and edit relevant information as needed. Select the Upload Revision button and a pop-up confirms that the file version was updated.

Revision #3

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