


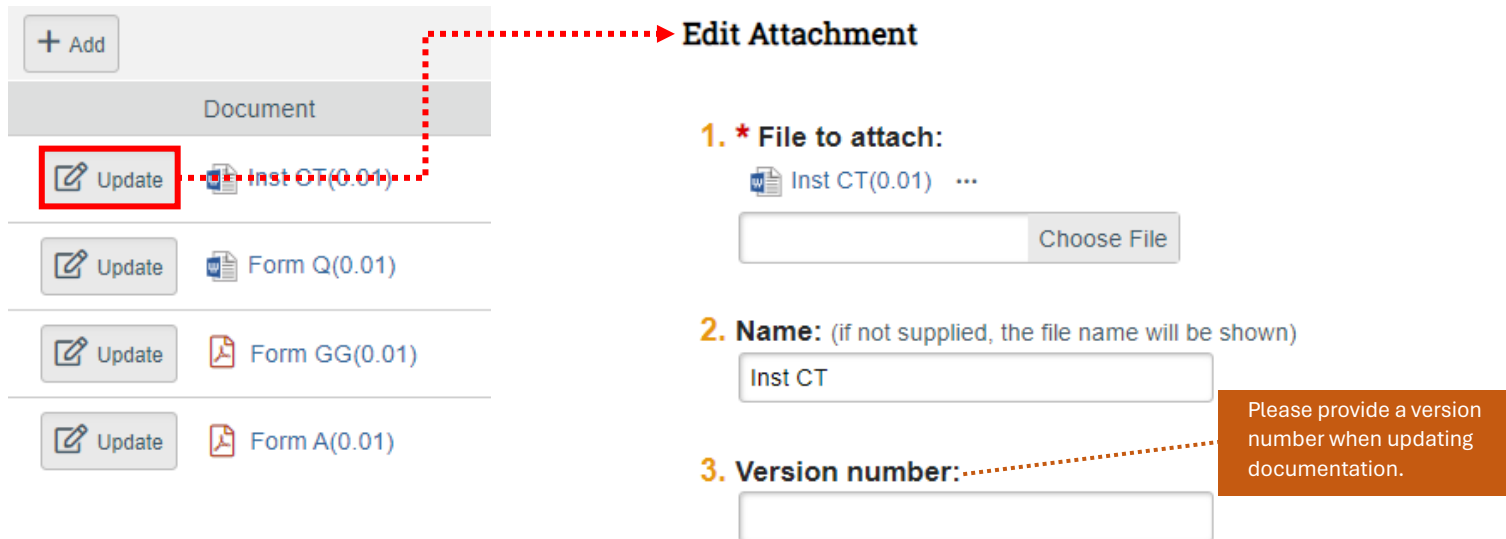
# Quick Guide – Updating Existing Documents

Do not delete study documents when revisions are requested. Use the update function instead.

Use the  Update option when you want to upload a new version of a study document that has already been submitted.

Using this function allows the ERMS system to retain all past versions and allow for comparing.

Below displays where the button is present:



The screenshot shows a list of documents in the ERMS system. The 'Update' button for the first document, 'Inst CT(0.01)', is highlighted with a red box. A red dashed arrow points from this button to the 'Edit Attachment' form on the right. The form contains three fields:

- \* File to attach:** A file selection field with a 'Choose File' button. The file 'Inst CT(0.01)' is selected.
- Name:** (if not supplied, the file name will be shown) A text field containing 'Inst CT'.
- Version number:** An empty text field.

An orange callout box points to the 'Version number' field with the text: "Please provide a version number when updating documentation."