Edit Work Order Documents

To edit a Work Order Document, open the work order from the customer record or from Accounts Receivable > Work Orders.

Once the work order is displayed, click on the Documents tab. Locate the document to be edited, and double-click on the document row.

The edit form will be displayed. Only two items may be edited: the File Name and the Document Type.   Make the necessary changes, and then click on the Save button when finished.