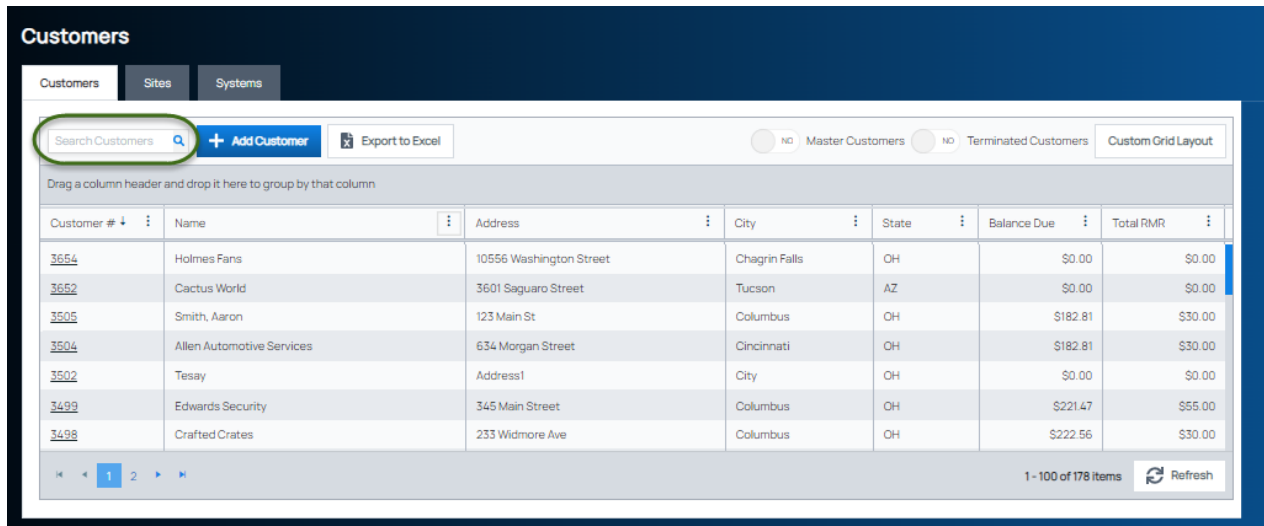# Replace a Work Order Document

Last Modified on 04/28/2022 10:31 am EDT

To replace a Work Order Document, you must first access the customer record. From the main menu, arrive at the Customers list with this path: Accounts Receivable> Customers.

The Customers list will be displayed. Locate the customer in the list, and then click on the hyperlink in the Customer # column to open the customer record.

The Customer record will be displayed. Click on the Work Orders tab. A list of all open Work Orders will be displayed. In the WO# column, click on the hyperlink of the Work Order for which you want to replace a Document.

If the Work Order has been closed, click on the Show Closed Work Orders button to locate the work order.
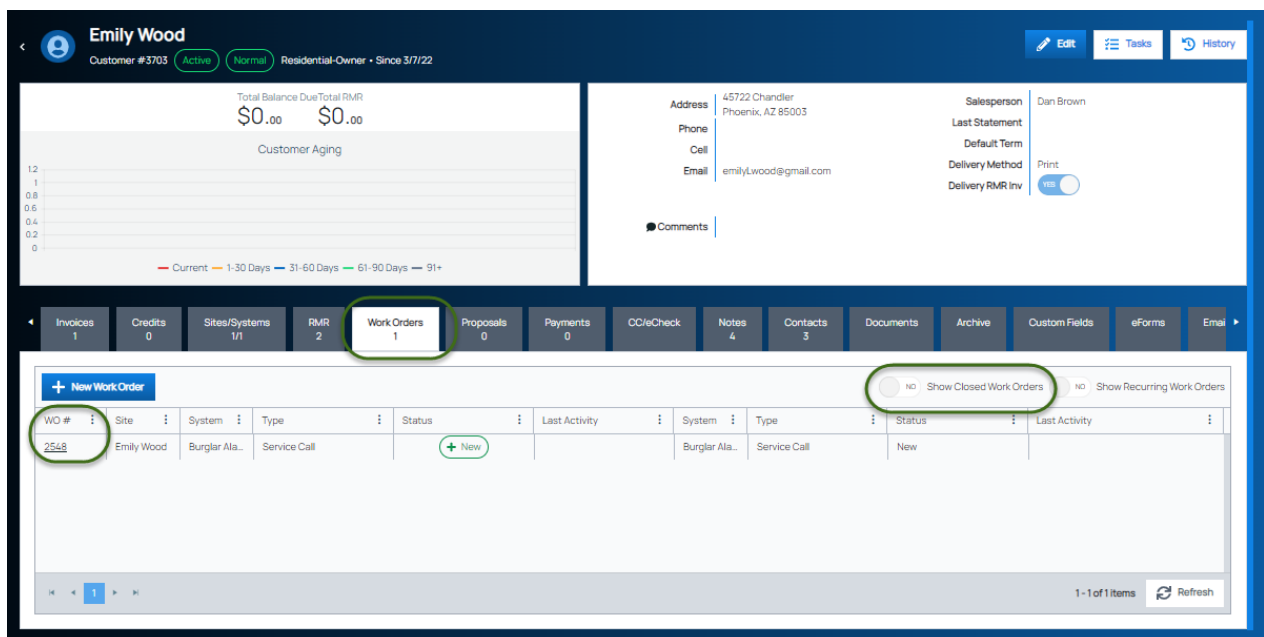
The Work Order record will be displayed. Click on the Documents tab. Locate the document, and then click on the Replace button.
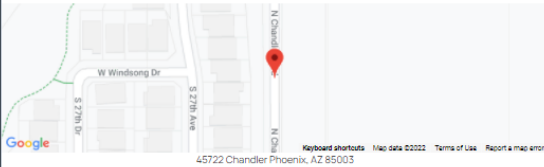
The Windows file explorer will open. Locate and select the document that will replace the existing document. The

previous document will be deleted, and the selected document will be listed in the grid area.