SOLABS QM10: DOCUMENT Section: Modify Document Location

Introduction

Locations can be modified for documents in the following statuses:

- Authoring
- Approved, Not Effective
- Approved & Effective

This User Guide provides instructions on how to modify the location of a document.

Modify Document Location:

From the **Document > View** screen for the document you need to move, go to the **Document Actions** menu and choose the **Change Location** option.

Click on the **Available Folders** option underneath the Location field to filter for the new location.

After clicking on the Filter button, and going back to the Location drop-down list, a list of all locations meeting the filter criteria will be displayed.   Highlight the new location – it will then be displayed.

Submit and **Confirm** the change.   The document will now be in the new folder location. The change will be captured in the Audit Trail for the document.