



# WellAware Walk Through

**Summary: This walk through will show you how to edit an already uploaded document. Edits include: renaming the documents, updating categories, deleting them or downloading them to your computer.**

[Click here for a video demonstration!](#)

## Editing Documents

1. To edit a document, you must first be on the documents tab for a specific site. You must also have a document uploaded in order to edit the file. Select your group of sites, then click on the summary tab. This will bring up an alphabetical list of all your sites.
2. Click on the site name for which you would like to edit a document.
3. Once on your desired site, click on the documents tab.
4. Center screen will show any documents you already have uploaded. For each document, you have the ability to:
  - **Edit:** This will only allow you to edit the name and category of the document. You cannot edit to document itself. If you wish to edit the document, you must download the file, make any changes and then re-upload.
  - **Delete:** This will allow you to remove the uploaded document.
  - **Download:** This allows you to download the document to your computer so you can view or print it.

**Note: If you wish the edit the category for a document but there is no category that fits your needs, please reach out to the Client Success team at [support@wellaware.us](mailto:support@wellaware.us) and they will be able to assist in creating categories for you.**

The screenshot shows the 'Documents' tab in the WellAware interface. At the top, there are navigation links: Dashboard, Summary, Alarms, Chart, Tanks, Control, and Documents. Below the navigation is a search bar and an 'Upload' button. The main content is a table with the following columns: File Name, Category, and Upload Date. The table contains four rows of data, each with a corresponding 'Edit', 'Delete', and 'Download' button. The buttons are highlighted with a red border in the original image.

File Name	Category	Upload Date	
ful_install_photo.jpg	Installation Photos	July 18 @ 6:24:44.775 pm	Edit Delete Download
pump_photo.jpg	Installation Photos	July 18 @ 6:24:41.671 pm	Edit Delete Download
tank_photo_1.jpg	Installation Photos	July 18 @ 6:24:38.596 pm	Edit Delete Download
wirc_photo.jpg	Installation Photos	July 18 @ 6:24:35.190 pm	Edit Delete Download