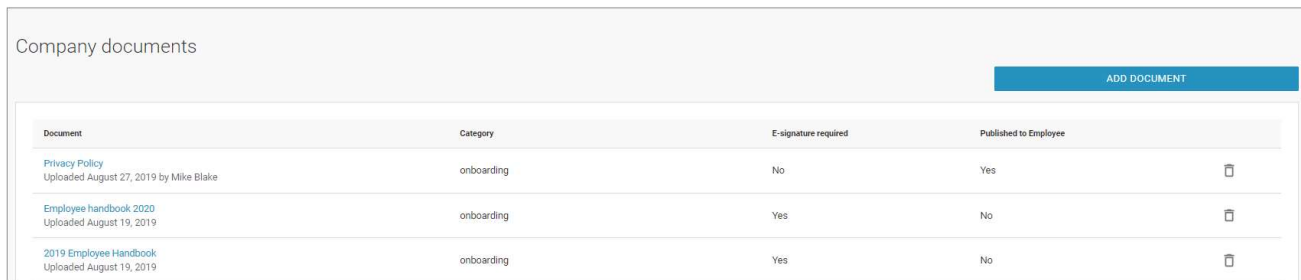





Editing a Non-Signature Document in Advanced HR 2.0

In addition to being able to edit E-Signature required (HelloSign) documents discussed earlier, you can also edit non-signature documents. By editing, we mean you have the ability to display the non-signature document, remove it from the Document Editor screen, and upload a new version of the document. This ability is for non-signature documents only.

1. Go to the **HR Admin – Company - Company Documents** screen, select the document you want to edit and click on that document row on the screen. Note the system indicates when the document was uploaded, the Category, if an E-Signature is required and if it is published to all employees.



Document	Category	E-signature required	Published to Employee	
Privacy Policy Uploaded August 27, 2019 by Mike Blake	onboarding	No	Yes	
Employee handbook 2020 Uploaded August 19, 2019	onboarding	Yes	No	
2019 Employee Handbook Uploaded August 19, 2019	onboarding	Yes	No	

2. The system opens the document you selected in the **Document Editor** in the drawer on the right.

Document editor

Document information

Company
HRN IT Services

Display name
Company Picnic Information

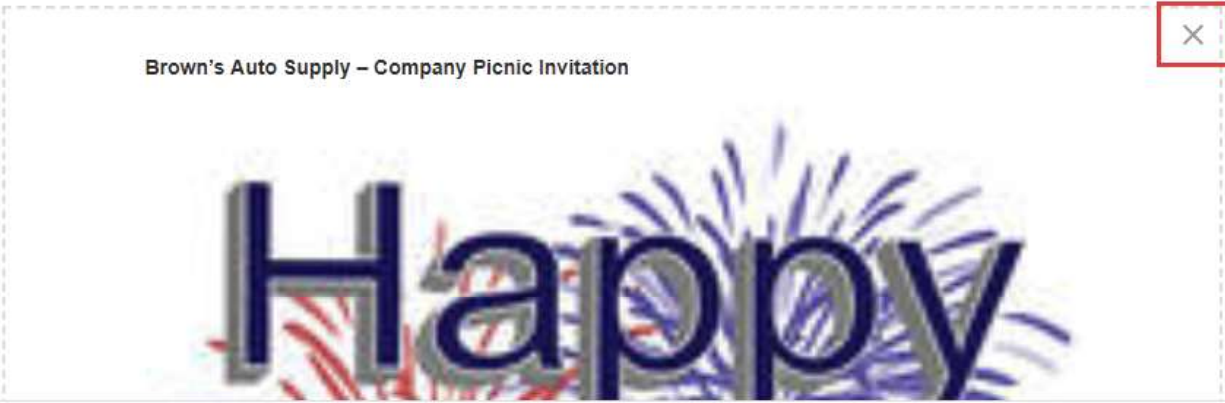
Category
Select a category

Document options

E-signature required Publish to employees

Document preview

Brown's Auto Supply – Company Picnic Invitation



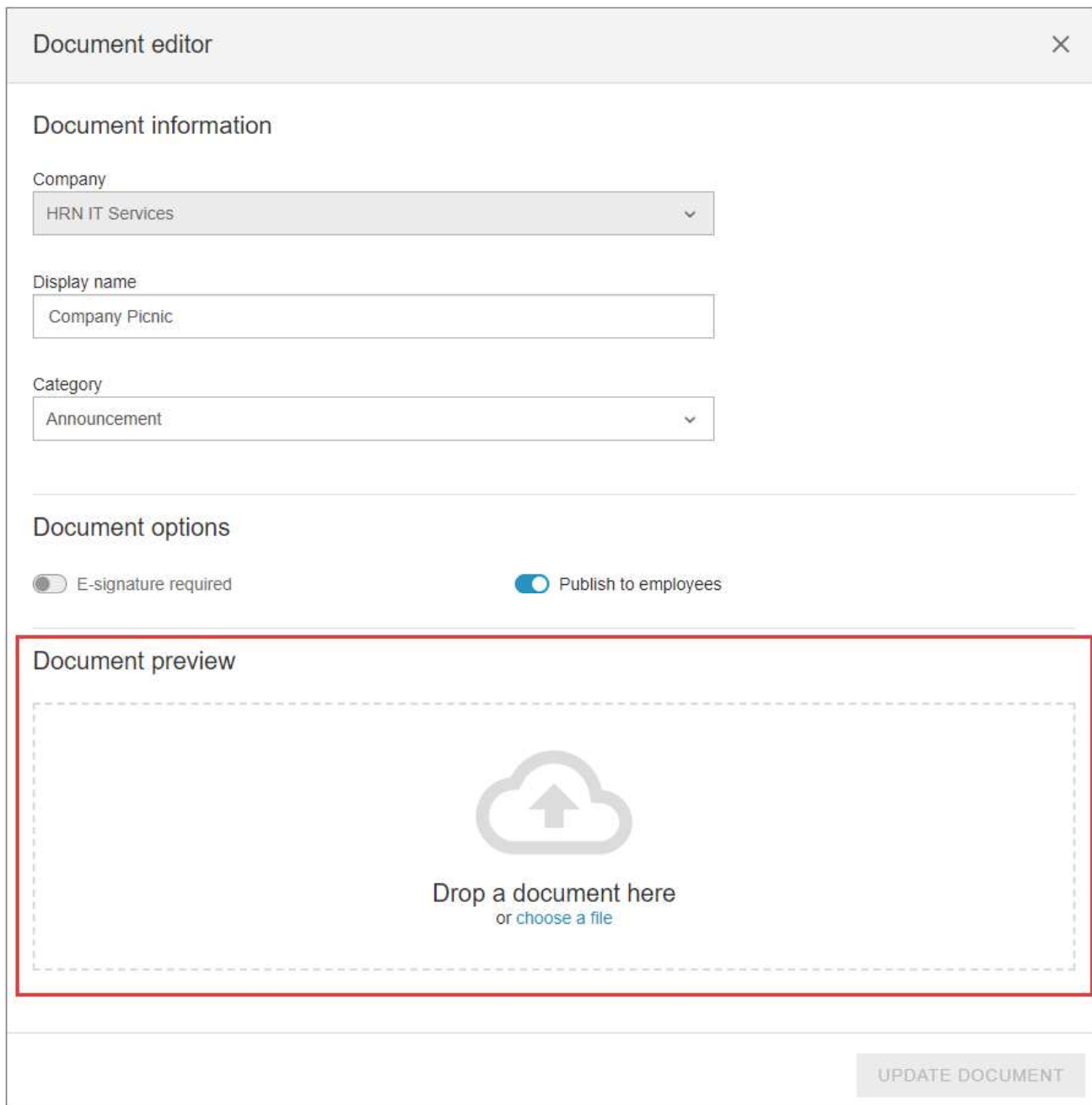
UPDATE DOCUMENT

Note that the system displays the **Company**, **Display Name** of the document, the document **Category** and the **Document Option** settings (Publish to employees) in this example.

3. To make changes to the document, in the **Document Preview** section, click on the **X** at the top left of the section as shown below.



4. The system will then remove the existing document and allow you to upload a new updated version of the file to be associated with the document. Drag and drop the new document to the **Drop a document** here section of the screen, or, you can click the **Choose a file link** and browse to the new document to add it.



5. Click the **Update Document** button.