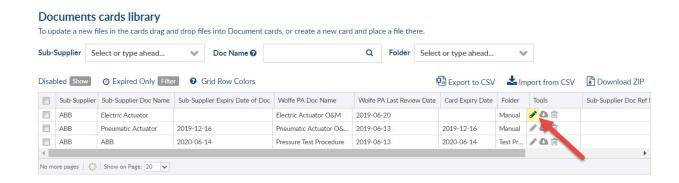
## **Edit Library Cards**

08/02/2024 3:29 pm MDT

## **Individual Documents**

You can make changes to the meta data of individual documents in your library by navigating to your Documents cards library, finding the applicable document and click on edit. This allows you to not only review the revision history but you can also modify any of the meta data and even upload a new file if required.



## **Multi Documents**

You can make changes to the meta data of multiple documents in your library by navigating to your Documents cards library, selecting applicable documents and pressing the Export to CSV. When you open your document you can then make changes to the applicable columns. Note there are two columns that you do not change, ID and File Name (Do Not Touch) and any columns with an asterisk are mandatory. After all changes are complete save your file in CSV format, navigate back to DocBoss and press the Import from CSV above your grid.

