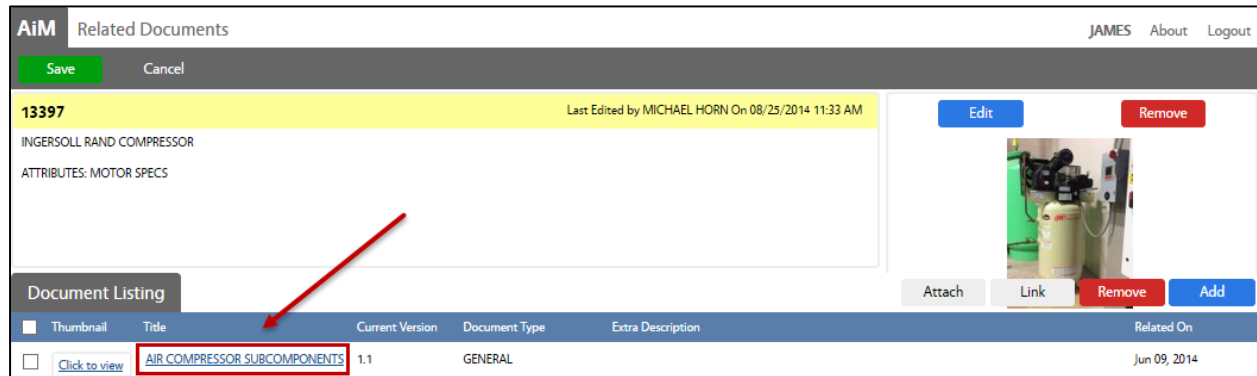


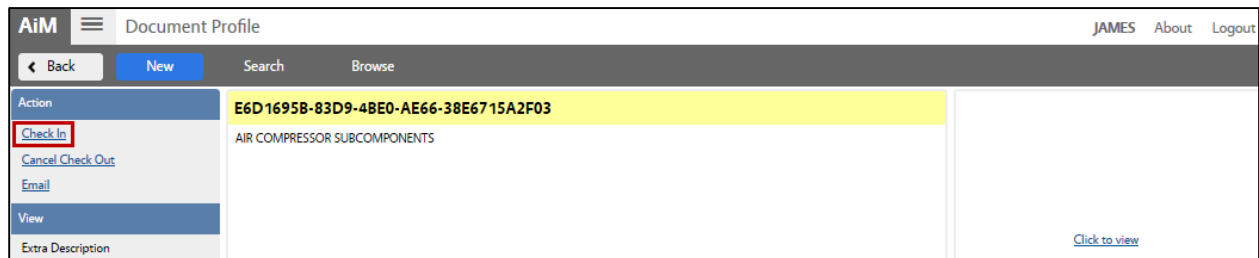
Updating Related Documents - AiM

From the WorkDesk, select **Asset Management > Master Asset Profile > Search for the Asset.**

1. **To update an existing document,** Click: **EDIT**. From the **View (Left Menu)**, select **Related Documents**.
 - a. **View the Document Profile,** select the *Click to view* hyperlink under Thumbnail



- b. **Check-out the Document.**
 - i. Click: **Check Out**
 - ii. **From Pop-up Message,** click: **Yes** to check out document
 - iii. **SAVE** the document to your computer.
 1. **Outside of AiM:** Make necessary revisions to the document & **SAVE**.
- c. **Check-In the revised document,** Click: **Check In**



- i. Choose a file from your computer. Click: **Open**
 1. Choose:
 - a. **Minor** updated data and additions (Versions: 1.2, 1.1, 1.0)
 - b. **Major** significant changes to document (Versions: 2.0, 1.0)
 2. Click: **DONE**
 3. Click: **SAVE**

View all modified versions from the Document Profile. From the **View (Left Menu)**, select: **Version History**