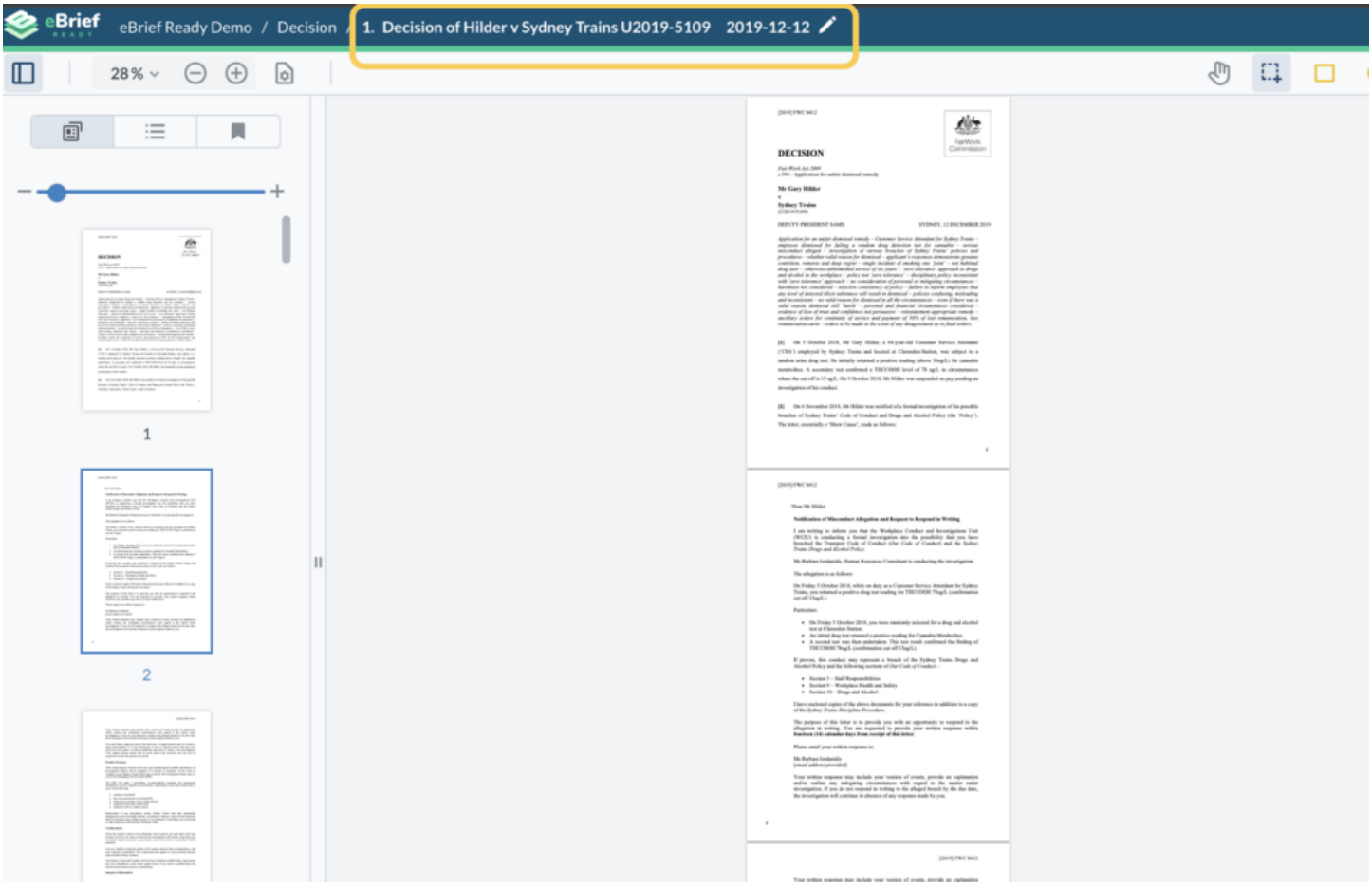
Editing document name or date

Document Organisation · https://ebriefready.legalready.ai/knowledge/how-do-i-change-my-document-naming-preference/

You can update a document's name or date at any time in eBrief Ready. There are two ways to do this — directly inside the document or from the folder view.

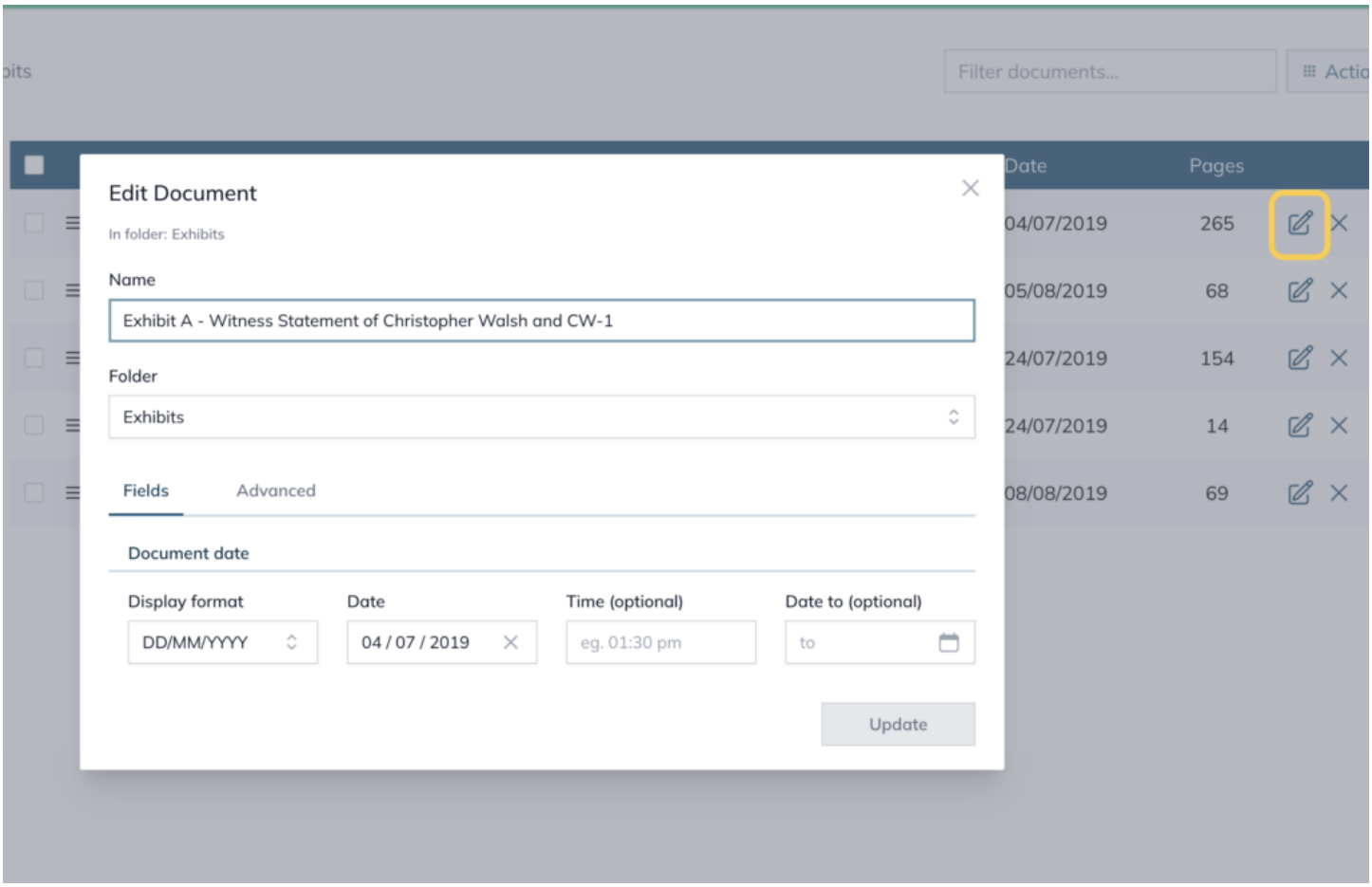
Option 1 — Edit from inside the document

1. Click on the document to open it
2. Click the **Pencil** next to the document name in the top bar
3. Type over the existing document name or in the **dd/mm/yyyy** field, select the new date
4. Click the **tick** to save your changes



Option 2 — Edit from the folder view

1. Click into your matter
2. In the left panel, click the folder containing the document
3. Click the **Pencil** icon next to the document you want to rename
4. In the **Name** field, enter the new name and click the **Date** field to update the date if needed
5. Click **Update** to save the changes



For further information or assistance, please do not hesitate to reach out to our dedicated Support Team via support@legalready.ai or +61 3 9020 4456.