**Editing Document Keywords in the OnBase web client and the Unity client:**

1. Find the document you want to edit using the Document Retrieval function:



1. Right-click on the document and select Re-Index or Keywords. This pop-up will look slightly different in Unity than in the web client. The Re-Index option allows more changes to the document properties than Keywords:



1. You will see a screen as shown below. You will only be able to change the Document Type if you have editing privileges. The document types you will see will vary from these examples.



1. Once you make changes to the document keywords, select the Re-index button. OnBase will display a message announcing your successful edits.

