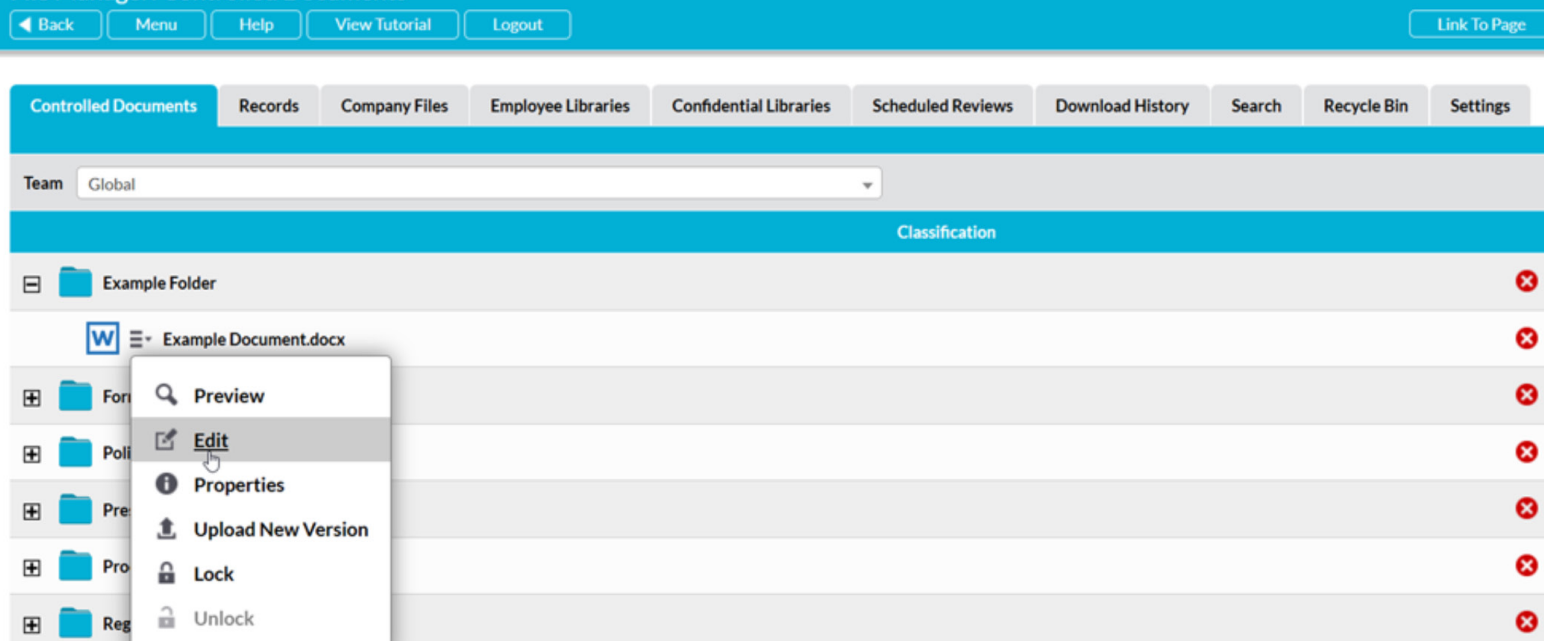


Make Live Edits in File Manager

You can now edit Microsoft Word, Excel, and PowerPoint files directly within the platform.

No downloads or re-uploads required.

File Manager: Controlled Documents



1. Click on the hamburger menu and select Edit.
2. Make your changes - the file stays locked and becomes a virtual draft while you work.
3. Currently, only the user who is editing the file can access the virtual draft prior to publishing any changes.
4. When you're done, Publish This Draft in Activ to update the live version.

Your changes are version-controlled, securely stored, and fully traceable.

