

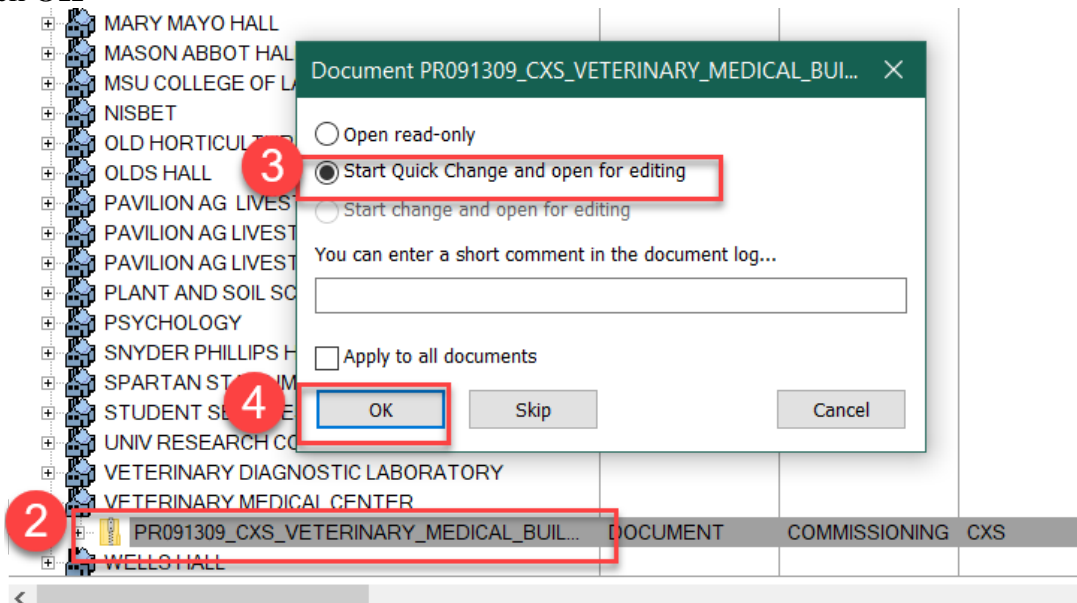


Purpose

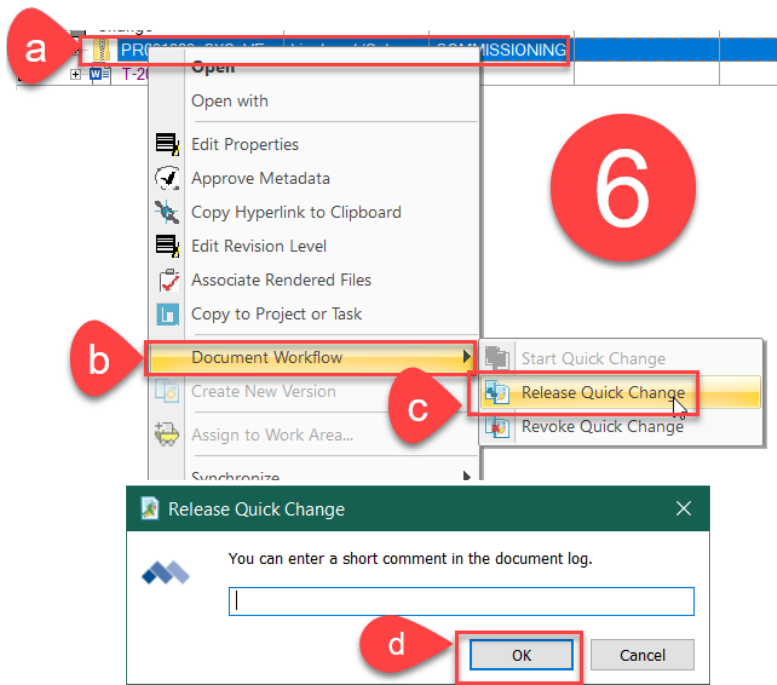
Instructions for CXS to modify the EBCX zip files in Meridian Active Projects.

Procedure

1. Search for the file in Meridian.
2. Double click on the file
3. Select **Start Quick Change and open for editing**
4. Click **OK**



5. When the zip folder is open, drag the new file in that will be replacing the old file. If they have the same filename, then when prompted select copy and replace. If they don't have the same filename, make sure to delete the obsolete file from the zip folder. Once you are done, close the zip folder.
6. Release the Document into Meridian.
 - a. **Right-click** on the file
 - b. Select **Document Workflow**
 - c. Select **Release**
 - d. Hit **OK**



Revision History and Owner of Document

Created: May 2020

Updated: N/A

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