

Athena Documents: Editing a Document: Admin Tab

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IMPORTANT! The *Admin* tab contains special functionality intended only for use by highly trained system administrators. If you're not sure how something in this tab works, consult another system administrator.

NOTE: If you do not see this option in the menu, you do not have [permissions to this area](#). Contact the Help Desk if you think you should have access but do not.

1. (Optional) Edit the Filename as desired. This filename will then be the slug at the end of your URL which is shown below as the "Current URL".

NOTE: If you do change the File Name, the old version of the URL page will be added to the redirects list.

The screenshot shows the 'Edit Document: Test Document' page in the Athena Documents system. The top navigation bar includes the Athena logo, 'Documents', and user information 'Welcome, Kayla Kugel' with 'Help' and 'Log Out' links. Below the navigation bar are tabs for 'Info', 'Organize', 'Usage', and 'Admin'. The 'Admin' tab is active, showing the 'Document Admin' section. This section contains three main areas: 'File Name' with a text input field containing 'Test-Doc.docx'; 'Current URL' with a text input field containing 'https://www.uwec.edu/files/5799/Test-Doc.docx'; and 'Redirect List' with a message stating 'No redirects are currently associated with this document.' Below the redirect list is a 'New redirect' section with a text input field and a note: 'Please enter the full URL that should redirect here, including https and trailing slash. Note that for technical reasons, the new URL must NOT match any Athena document URLs (beginning with https://www.uwec.edu/files/).' At the bottom of the form are two buttons: 'BACK' and 'SAVE'.

Current URL

Although the Current URL is not editable you can change the slug by editing the File Name.

Redirects List

The Redirects List will show what links will reroute to this document. These can be activated and deactivated. These will show dates and time in which they were added.

New Redirect

A New Redirect can also be added to direct a new URL to the current document page currently being edited. Please enter the full URL that should redirect here, including "https" and a trailing slash, "/". Note that for technical reasons, the new URL must NOT match any Athena document URLs beginning with "https://www.uwec.edu/files/".

2. Click **Save**.

Still need help?

If you have questions related to this article, please contact the LTS Help Desk at [715-836-5711](tel:715-836-5711) or helpdesk@uwec.edu.
