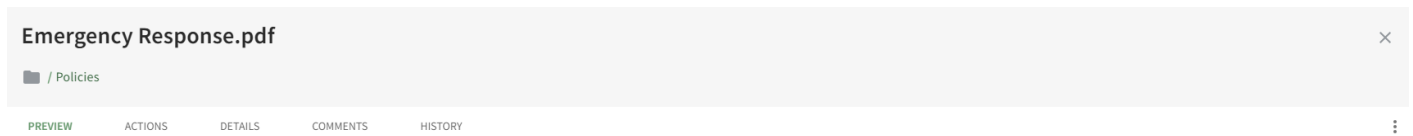


A File's Details Page

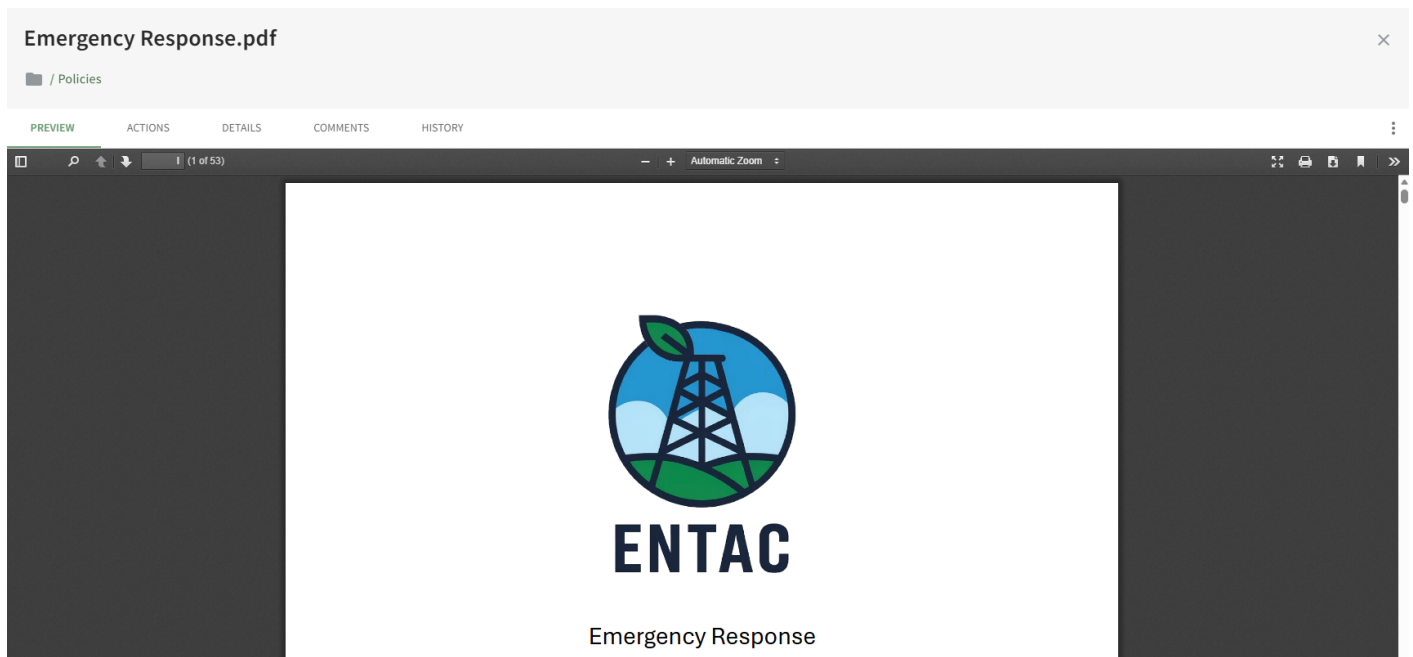
Each file added to the Documents Module will have its own Details Page. The header of the file's Details Page displays the file title and the file's location in the documents module.



A file's Details Page is comprised of five tabs: Preview, Actions, Details, Comments, and History. Each tab is explained in detail in the section below. The vertical three-dot icon opens the Details Page Context menu with options for quick actions.

Preview Tab

A file's Details Page opens to the Preview Tab by default.



If the file type is supported by the document viewer, users will be able to view, download or print the file directly from the preview tab.

Actions Tab

There are four types of actions involving a document that can be displayed on the Actions Tab: Approvals, Publish, Acknowledgement, and Continued Suitability. A detailed explanation of each action can be found in the User Manual on the [Documents Module Review Page: Actions Tab](#).

EnTac Workplace Safety

/ Policies

PREVIEW

ACTIONS

DETAILS

COMMENTS

HISTORY

Acknowledgments (1)

Title	Revision	Revision date	Status
 EnTac Workplace Safety	2	Apr 8, 2026	✓ 0 🕒 18

1-1 of 1

All outstanding actions associated with a document will show on the Actions Tab (to users with appropriate permissions).

Details Tab

The Details Tab displays the file's information (size, description, tags, revision and publishing details) and displays the Document Owners, Approvers, or Acknowledgers.

Emergency Response.pdf

/ Policies

PREVIEW

ACTIONS

DETAILS

COMMENTS

HISTORY

Filename

Emergency Response Standard.pdf

Revision

1

Revision date

04/08/2026

Size

3MB

Published by

Mary Winchester

Description

Tags

Owners (1)

MW Mary Winchester

Approvers (1)

✓ 1

🕒 0

✗ 0

SEE ALL

Users with permissions can send email alert reminders for acknowledgement from the Details Tab.

Comments Tab

The Comments Tab on the Details Page allows users with access to the document to add, edit and delete comments relevant to the document revision.

EnTac Code of Conduct

/ Policies

PREVIEW ACTIONS DETAILS COMMENTS HISTORY

2 comments

- M

Apr 8, 2026 at 11:30 AM - Mitzi Orkus

Contractors on-site will now acknowledge this document in their facility specific onboarding course.
- M

Apr 8, 2026 at 11:41 AM - Mary Winchester

Let's explore setting up a Contractor Role and requiring acknowledgement as a certification instead.

Add comment

ADD COMMENT

History Tab

The History Tab on the Details Page displays any historical actions pertaining to the current and previous versions of a document.

EnTac Code of Conduct

/ Policies

PREVIEW ACTIONS DETAILS COMMENTS HISTORY

Revision	Date	User	Update
3	Apr 8, 2026 at 2:12 PM	Mary Winchester	User voted to accept this revision with conditions: Concerns addressed by HR at the 3/26 admin meeting have been addressed in this revision.
3	Apr 8, 2026 at 10:21 AM		Revision 3 was uploaded

The file revision number, date and time of action, user, and summary update of the action are included.

Revision #2
Created 2026-04-07 20:56:51 UTC by Mitzi Orkus
Updated 2026-04-09 15:01:39 UTC by Mitzi Orkus