

# Review Page: Notifications Tab

The Notifications tab is connected to an advanced feature in the Documents Module. When the new document was added/revised, the Advanced Options Tab enables the ability to "Send Notifications of New Revisions" to the users, certification roles, or access levels indicated. When this feature is activated, the notifications (that do not require user action) are visible on the Notifications Tab of the Review Page.

Documents > Review

## Review

ACTIONS NOTIFICATIONS UPDATES

Title	Revision	Revision date		
EnTac Workplace Safety	2	Apr 8, 2026	×	⋮
EnTac IT Acceptable Use Policy	2	Apr 8, 2026	×	⋮
EnTac Attendance Policy	2	Apr 8, 2026	×	⋮
EnTac Code of Conduct	2	Apr 8, 2026	×	⋮

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CLEAR ALL

Selecting the X icon to the right of the revision date will clear the file from the page.

Selecting the Clear All button beneath the file list will clear all files on the Notifications Tab.

## How To: Specify Who Should Receive Notifications of New File Revisions

Revision #6

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