

Review Page: Updates Tab

The Updates Tab on the Review Page allows the user to view any files that have been updated since the last review of new files or revisions. Any files that have been updated since the last review date will be shown here.

If the review date has never been reset, the default date will show as Dec 31, 1970 at 6:00 PM.

Documents > Review

Review

ACTIONS NOTIFICATIONS UPDATES

DOWNLOAD ALL

Since last review (1)


Documents updated since last review: Apr 8, 2026 at 2:50 PM

Title	Revision	Date	Update	
Emergency Response.pdf	1	Apr 8, 2026 at 7:03 PM	'Emergency Response.pdf' (revision 1) was uploaded and approved.	⋮

1-1 of 1 < >

RESET REVIEW DATE

Search by date

List all documents that have been updated since 

The “Download All” button located at the far right enables downloading of all files that have had revisions made since the user’s last review.

How To: Reset the Since Last Review Document List

To reset the Since Last Review Document List, open the Review Page in the Documents Module from the Main Menu and open the Updates Tab.

Review

ACTIONS NOTIFICATIONS **UPDATES**

 DOWNLOAD ALL

Since last review (46)

Documents updated since last review: **Dec 31, 1970 at 6:00 PM**

Title	Revision	Date	Update	
Hazard Register Help Page.pdf	1	May 11, 2025 at 10:51 AM	'Hazard Register Help Page.pdf' (revision 1) was uploaded and approved.	⋮
Hazard Register Admin Help Page.pdf	1	May 11, 2025 at 10:53 AM	'Hazard Register Admin Help Page.pdf' (revision 1) was uploaded and approved.	⋮
PS.01 Flare Systems.pdf		May 11, 2025 at 3:45 PM	'PS.01 Flare Systems.pdf' (revision) was uploaded and approved.	⋮

All documents that have been uploaded/updated in module since the last review are visible. The number of files is indicated in parenthesis to the right of the section header. Scroll to the bottom of the Since Last Review List.

EnTac Attendance Policy	2	Apr 8, 2026 at 10:08 AM	'EnTac Attendance Policy' (revision 2) was uploaded and approved.	⋮
EnTac Code of Conduct	2	Apr 8, 2026 at 10:21 AM	'EnTac Code of Conduct' (revision 2) was uploaded and approved.	⋮

1-46 of 46 < >

RESET REVIEW DATE

Click the Reset Review Date button.

Review

ACTIONS NOTIFICATIONS **UPDATES**

 DOWNLOAD ALL

Since last review

Documents updated since last review: **Apr 8, 2026 at 2:50 PM**

RESET REVIEW DATE

The system records the date and time that the list was reviewed.

How To: Search all Documents Updated after a Selected Date

To search all documents uploaded/updated in the Documents Module after a specified date, open the Review Page in Documents Module from the Main Menu and open the Updates Tab.

Review

ACTIONS NOTIFICATIONS **UPDATES**
 DOWNLOAD ALL

Since last review (46)


Documents updated since last review: Dec 31, 1970 at 6:00 PM

Title	Revision	Date	Update
Hazard Register Help Page.pdf	1	May 11, 2025 at 10:51 AM	'Hazard Register Help Page.pdf' (revision 1) was uploaded and approved.
Hazard Register Admin Help Page.pdf	1	May 11, 2025 at 10:53 AM	'Hazard Register Admin Help Page.pdf' (revision 1) was uploaded and approved.
PS.01 Flare Systems.pdf		May 11, 2025 at 3:45 PM	'PS.01 Flare Systems.pdf' (revision) was uploaded and approved.

Scroll to the Search By Date Section at the bottom of the tab.

Search by date

List all documents that have been updated since



April 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

No date selected

Click in the date field to open the calendar and select the desired date.

Search by date

List all documents that have been updated since

Title	Revision	Date	Update
EnTac Workplace Safety	2	Apr 8, 2026 at 12:00 AM	'EnTac Workplace Safety' (revision 2) was uploaded and approved.
EnTac IT Acceptable Use Policy	2	Apr 8, 2026 at 12:00 AM	'EnTac IT Acceptable Use Policy' (revision 2) was uploaded and approved.
EnTac Attendance Policy	2	Apr 8, 2026 at 12:00 AM	'EnTac Attendance Policy' (revision 2) was uploaded and approved.
EnTac Code of Conduct	2	Apr 8, 2026 at 12:00 AM	'EnTac Code of Conduct' (revision 2) was uploaded and approved.

View
Download

1-4 of 4 < >

All files updated since the specified date will now show below.

Clicking on the three-icon to the right of the file will allow you to view the file's Details Page or Download the file to your personal device.

Revision #5

Created 2025-12-04 22:33:02 UTC by Mitzi Orkus

Updated 2026-04-09 21:19:53 UTC by Mitzi Orkus