

Acknowledge a Document/File

To acknowledge a document/file, open the Actions Tab on the Review Page in the Documents Module from the Main Menu.

Documents > Review

Review

ACTIONS NOTIFICATIONS UPDATES

DOWNLOAD ALL REQUIRING ACTION

Approvals (1)

Title	Revision	Revision date	Status
EnTac Code of Conduct	2 > 3	Apr 8, 2026	✓ 0 ⌚ 1 ✗ 0

1-1 of 1 < >

Publish (1)

Title	Revision	Revision date	Status
EnTac Code of Conduct	2 > 3	Apr 8, 2026	✓ 0 ⌚ 1 ✗ 0

1-1 of 1 < >

Scroll down to the Acknowledgements Section of the Actions Tab. Click the vertical three-dot icon to the right of the file to open the Acknowledgements Context Menu and select the Acknowledge option.

Acknowledgments (4)

Title	Revision	Revision date	Status
EnTac Attendance Policy	2	Apr 8, 2026	✓ 0 ⌚ 18
EnTac Code of Conduct	2	Apr 8, 2026	✓ 0 ⌚ 18
EnTac IT Acceptable Use Policy	2	Apr 8, 2026	✓ 0 ⌚ 18
EnTac Workplace Safety	2	Apr 8, 2026	✓ 0 ⌚ 18

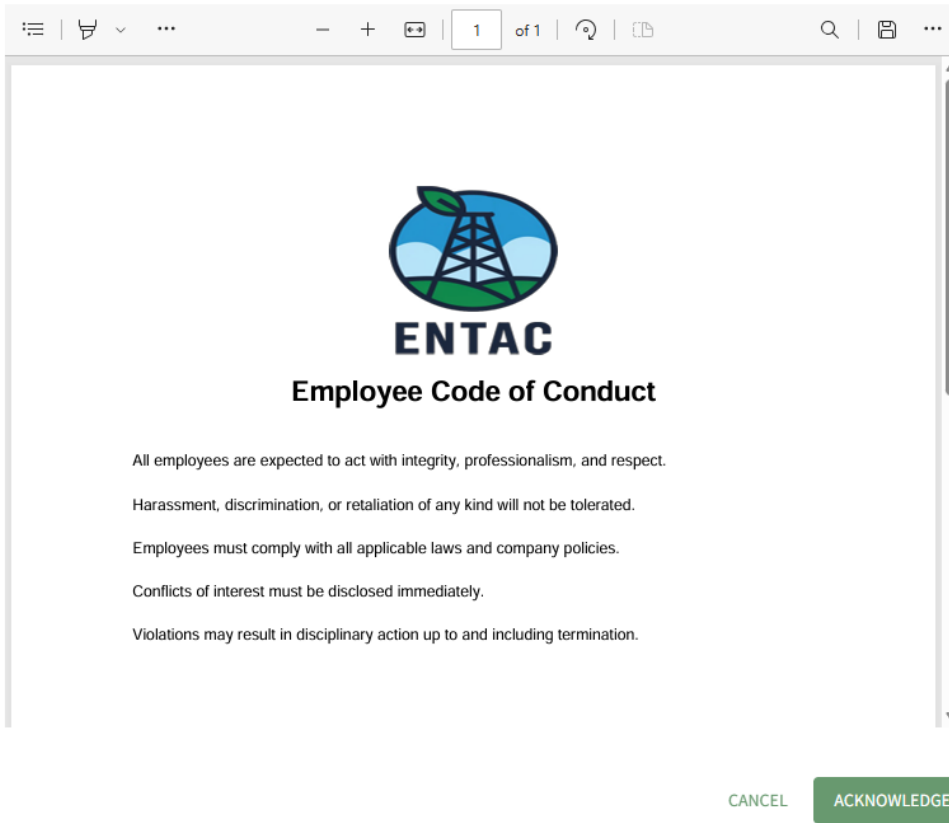
1-4 of 4 < >

- Acknowledge
- View
- Download

This opens the Acknowledge Revision Modal

Acknowledge revision

Please review the following policy document.

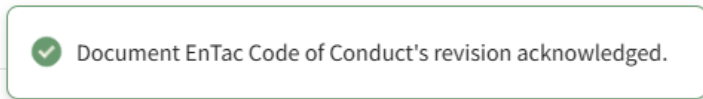


The screenshot shows a PDF viewer interface. At the top, there is a toolbar with icons for navigation and search. The main content area displays the ENTAC logo, which features a stylized oil rig with a green leaf on top, set against a blue and green background. Below the logo, the text reads "ENTAC Employee Code of Conduct". The document content includes the following text:

- All employees are expected to act with integrity, professionalism, and respect.
- Harassment, discrimination, or retaliation of any kind will not be tolerated.
- Employees must comply with all applicable laws and company policies.
- Conflicts of interest must be disclosed immediately.
- Violations may result in disciplinary action up to and including termination.

At the bottom right of the viewer, there are two buttons: "CANCEL" and "ACKNOWLEDGE".

After reviewing the required document, click the Acknowledge button.



A pop-up confirms that the file (revision) was acknowledged.

Revision #2

Created 2026-04-08 14:41:16 UTC by Mitzi Orkus

Updated 2026-04-08 17:46:18 UTC by Mitzi Orkus