

Affirm a Document/File's Suitability

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

Dashboard

Accounts

People

Assets

Documents

Home

Review

Settings

Forms

Grid

Database

Inventory

Dispatch

Actions

Communications

Integrations

Documents > Review

Review

ACTIONSNOTIFICATIONSUPDATES

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 Continued Suitability of the Actions Tab. Click the vertical three-dot icon to the right of the file to open the Continued Suitability Context Menu and select the Affirm Suitability option.

Continued Suitability (2)

Title	Revision	Review date	
EnTac IT Acceptable Use Policy	2	May 1, 2026	✓ ⋮
EnTac Attendance Policy	2	Apr 1, 2026	✓ ⋮

Affirm suitability

View

Download

This opens the Affirm Suitability Modal which asks the user to confirm that the document continues to be suitable purpose.

Affirm suitability

You are confirming that the document **EnTac Attendance Policy** continues to be suitable for purpose.

Next Review Date

04/08/2027

Note

CANCEL

CONFIRM

The Next Review Date is stated and can be edited from the modal. Comments can be entered in the Notes textbox.

Select the Confirm button.

The comments made when the document is affirmed can be seen on the History Tab of the file's Details Page.

EnTac Attendance Policy

/ Policies

PREVIEW

ACTIONS

DETAILS

COMMENTS

HISTORY

Revision	Date	User	Update
2	Apr 8, 2026 at 12:56 PM	Mary Winchester	Affirmed suitability by Mary Winchester (mwinchester) The following notes were included with the review: Evaluate if this document needs to be affirmed for suitab
2	Apr 8, 2026 at 10:08 AM		Revision 2 was uploaded

Affirmed suitability by Mary Winchester (mwinchester) The following notes were included with the review: Evaluate if this document needs to be affirmed for suitability on a semi-annual basis.

1-2 of 2

Revision #3
Created 2026-04-08 14:44:50 UTC by Mitzi Orkus
Updated 2026-04-08 19:17:25 UTC by Mitzi Orkus