

Approve a File Submitted for Review

To approve a file that was submitted for approval, open the Actions Tab on the Review Page in the Documents Module from the Main Menu and click the vertical three-dot icon to the right of the file submitted for approval opening the Approvals Context Menu.


Documents > Review

Review


ACTIONS NOTIFICATIONS UPDATES

DOWNLOAD ALL REQUIRING ACTION

Approvals (1)

Title	Revision	Revision date	Status
 EnTac_Attendance	> 1	Apr 8, 2026	✓ 0 ⌚ 1 ✗ 0

Publish (1)

Title	Revision	Revision date	Status
 EnTac_Attendance	> 1	Apr 8, 2026	✓ 0 ⌚ 1 ✗ 0

- View revision
- Approve
- Decline
- Download

Select the Approve option, opening the Accept Revision Modal.

Clicking the thumbs up icon will also open the Accept Revision Modal.

Accept revision

Optional Note

CANCEL

ACCEPT

You have the option to include a note regarding the revision being approved. Click the Accept button and a pop-up confirms that the revision was successfully approved.



Revision successfully approved.

Notes made when the file was approved are visible on the History Tab of the document's Details Page.

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	

Revision #3

Created 2026-04-08 14:45:56 UTC by Mitzi Orkus

Updated 2026-04-08 23:36:19 UTC by Mitzi Orkus