

Designate a File is Public

To designate a document/file as Public in the Documents Module, open the Documents Home Page from the Main Menu and navigate the repository to the file you want to designate as public.

Documents

Documents > Home

5 documents require your attention. [Review documents](#)

+ ADD DOCUMENT

+ NEW FOLDER

Search

Home > Policies

	Title	Revision	Type	Revision date	Size	Owners	Tags	
☐	Emergency Response.pdf	2	pdf	4/8/2026	3.4 MB	Mary Winchester		☆ ⋮
☐	EnTac Attendance Policy	2	pdf	4/8/2026	893.6 KB	Mary Winchester		☆ ⋮
☐	EnTac Code of Conduct	3	pdf	4/8/2026	893.6 KB	Mary Winchester		☆ ⋮
☐	EnTac IT Acceptable Use Policy	2	pdf	4/8/2026	893.6 KB	Mary Winchester		☆ ⋮
☐	EnTac Workplace Safety	2	pdf	4/8/2026	893.6 KB	Mary Winchester		☆ ⋮

Rows per page: 100 1-5 of 5

Click the vertical three-dot icon to the right of the file you wish to make public, opening the file's context menu.

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+ NEW FOLDER

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Home > Policies

	Title	Revision	Type	Revision date	Size	Owners	Tags	
☐	Contractor_Documentation							⋮
☐	ENTAC Resources (4)							
☐	Policies (5)							

Rows per page: 100 1

Properties

Defaults

Move to

Delete

QR code / Link

Download

Select Properties opening the Basic Details Tab of the Document Properties modal. Open the Advanced Options Tab.

Document Properties

Emergency Response.pdf

BASIC DETAILS

ADVANCED OPTIONS

☒ Document is public

☐ Document is 360° photo

☒ New revisions require approval

Require approval from

Mary Winchester

☐ New revisions require acknowledgement

☐ Send notifications of new revisions

☐ Requires future review by owner

UPDATE DOCUMENT

Select the checkbox to designate the "Document is Public" and click the Update Document button. A pop-up confirms that the document is now public.

Home > Policies

RESET TABLE SETTINGS

☐	Title	Revision	Type	Revision date	Size	Owners	Tags	★
☐	 Emergency Response.pdf	2	pdf	4/8/2026	3.4 MB	Mary Winchester		☆ ⋮
☐	 EnTac Attendance Policy	2	pdf	4/8/2026	893.6 KB	Mary Winchester		☆ ⋮

The file's icon is now blue, indicating that the document is public.

Revision #4
Created 2026-04-09 17:55:42 UTC by Mitzi Orkus
Updated 2026-06-08 19:03:55 UTC by Mitzi Orkus