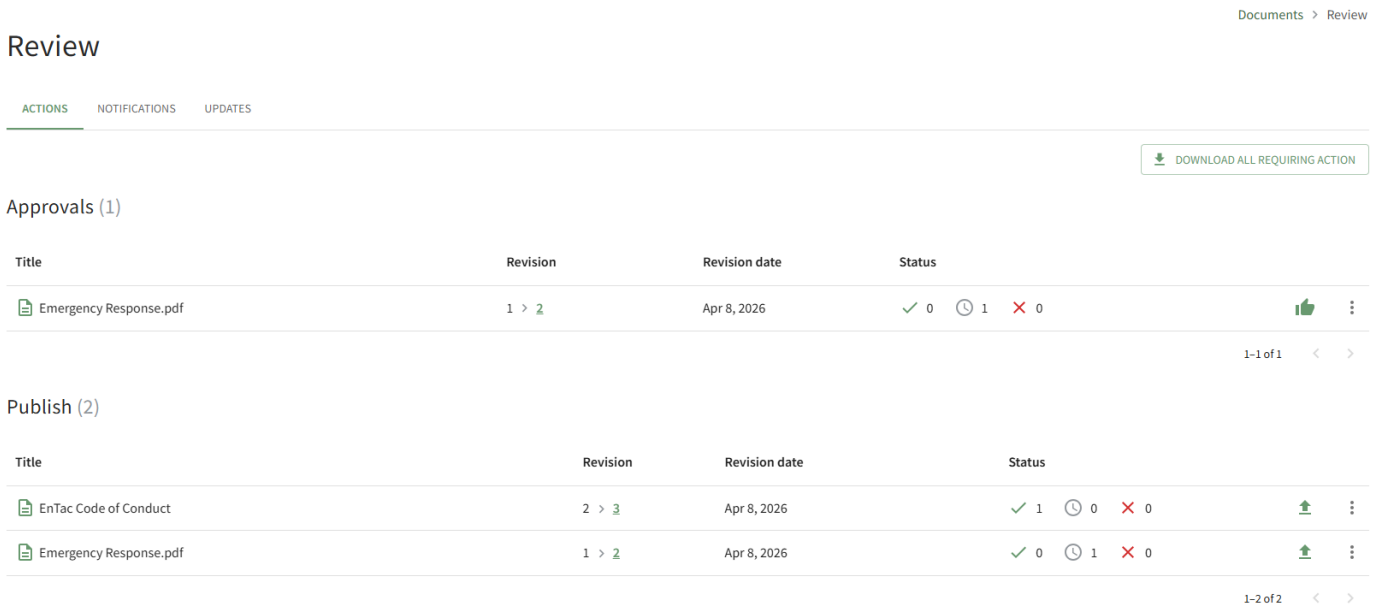
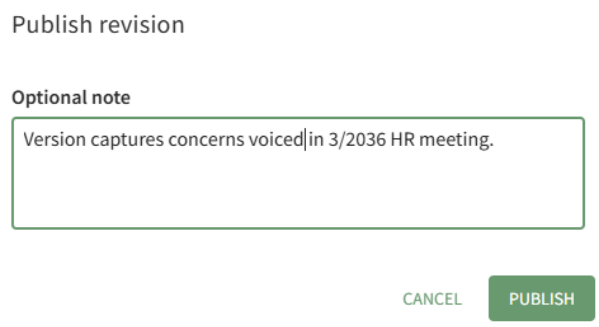
Publish a Document/File

To publish a file submitted for approval and make is visible to others in your organization, go to the Review Page in the Documents Module from the Main Menu. Scroll down (if needed) to the Publish Section on the Actions Tab.

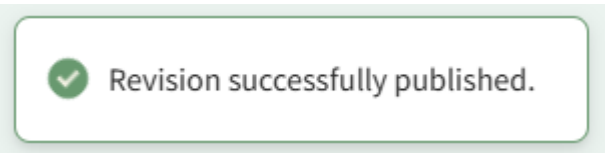


Click the Upload Icon to publish the document or select the Publish option on the context menu made visible by clicking the file's vertical three-dot icon.

This opens the Publish Revision Modal, which allows you to include an optional note that will be visible on the History Tab of a document's Details Page.



After adding any relevant notes, select the Publish button.



A pop-up confirms that the revision was successfully published.

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