

Publish a Document/File

To publish a file submitted for approval and make it 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.

Documents > Review

Review

ACTIONS NOTIFICATIONS UPDATES

DOWNLOAD ALL REQUIRING ACTION

Approvals (1)

Title	Revision	Revision date	Status	
Emergency Response.pdf	1 > 2	Apr 8, 2026	✓ 0 ⌚ 1 ✗ 0	

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Publish (2)

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

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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.

Publish revision

Optional note

Version captures concerns voiced in 3/2036 HR meeting.

CANCEL

PUBLISH

After adding any relevant notes, select the Publish button.



Revision successfully published.

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

Revision #4

Created 2026-04-08 15:00:41 UTC by Mitzi Orkus

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