

Reject a Document/File and Prevent Publishing

To reject a document/file that has been submitted for publishing and cancel its upload to KAStrack, open the Actions Tab on the Review Page of the Documents Module from the Main Menu. Click the vertical three-dot icon to the right of the file you want to decline, opening the Publish Context Menu.

Documents > Review

Review

ACTIONS

NOTIFICATIONS

UPDATES

DOWNLOAD ALL REQUIRING ACTION

Publish (2)

Title	Revision	Revision date	Status	
EnTac Code of Conduct	2 > 3	Apr 8, 2026	✓ 1 🕒 0 ✗ 0	⬆ ⋮
EnTac_Attendance	> 1	Apr 8, 2026	✓ 0 🕒 0 ✗ 1	⬆ ⋮

Acknowledgments (3)

Title	Revision	Revision date	Status	
EnTac Attendance Policy	2	Apr 8, 2026	✓ 0 🕒 18	👍 ⋮

View revision

Publish

Reject

Download

Select the Reject option, opening the Reject Revision Modal.

Reject revision

Note (required)

CANCEL

REJECT

A note regarding the rejection is required. After including your note, select the Reject button.

✓

Revision successfully rejected.

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

The notes regarding the rejection are visible on the History Tab of the document's Details Page.

Revision #3

Created 2026-04-08 15:01:39 UTC by Mitzi Orkus

Updated 2026-04-09 15:41:06 UTC by Mitzi Orkus