

Review New File Revisions when Notified

To review new revisions of an existing file in the Documents Module, open the Documents Review Page from the Main Menu and open the Notifications Tab.

Documents > Review

Review

ACTIONS

NOTIFICATIONS

UPDATES

Title	Revision	Revision date		
EnTac Workplace Safety	2	Apr 8, 2026	X	⋮
EnTac IT Acceptable Use Policy	2	Apr 8, 2026	X	⋮
EnTac Attendance Policy	2	Apr 8, 2026	X	⋮
EnTac Code of Conduct	3	Apr 8, 2026	X	⋮

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CLEAR ALL

You can click the X icon to the right of the file you received notification of to clear it individually, or you can elect to click the Clear All button and clear all documents from the Notifications Tab at once.

Revision #2

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Updated 2026-04-09 15:52:03 UTC by Mitzi Orkus