

Send an Acknowledgment Reminder Alert for a Document/File

To send an acknowledgement reminder alert for a specific document, open the Home Page in the Documents Module on the Main Menu and navigate the repository to find the document you want to send an acknowledgement reminder for. Click the vertical three-dot icon to the right of the file opening the file's context menu and select View.

The screenshot shows the 'Documents' page in a web application. At the top right, there is a breadcrumb 'Documents > Home' and an 'INFO' button. Below this is a notification bar stating '5 documents require your attention. [Review documents](#)'. The main area contains a table of documents with columns for Title, Revision, Type, Revision date, Size, Owners, and Tags. A context menu is open over the 'EnTac Workplace Safety' document, listing actions: View, Properties, Upload new revision, Move to, Delete, Download, and QR code / Link. At the bottom right of the table, there is a 'Rows per page: 100' dropdown.

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

This opens the file's Details Page. Open the Details Tab.

The screenshot shows the 'EnTac Workplace Safety' document details page. The page has a breadcrumb '/ Policies' and a close button. Below the breadcrumb are tabs for PREVIEW, ACTIONS, DETAILS (selected), COMMENTS, and HISTORY. The main content area is divided into two columns. The left column contains metadata: Filename (EnTac_Safety_v2.pdf), Revision (2), Revision date (04/08/2026), Size (894KB), and Published by (Sean Edwards). The right column contains 'Owners (1)' (Mary Winchester), 'Acknowledgers (18)' (0, 18, SEE ALL), 'SEND ACKNOWLEDGEMENT REMINDER ALERT (18)', and 'New Revision Notifications (1)' (Mary Winchester).

Click the Send Acknowledgement Reminder Alert link in the Acknowledgers Section opening the Send Reminder Alert Modal.

Send reminder alert

This sends an alert email reminder from KAStrack to accounts that have not yet acknowledged the document. The email includes the acknowledgement link. You can add additional custom text to the email below.

Custom note

CANCEL

SEND

You have the option to add a custom note to the email alert reminder that will be sent to all accounts that have not yet acknowledged the document.

The email alert being sent will include a link that can be utilized to acknowledge the document.

Revision #3

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