

Upload New Documents/Files

To upload a new or revised version of a file in the Documents Module, open the Documents Home Page from the Main Menu and navigate the repository to the location where you want to add an additional folder.

To create a nested file within a folder, first open the parent folder. This will prevent you from having to move the file after the upload is complete.

Documents

Documents > Home

5 documents require your attention. [Review documents](#)

+ ADD DOCUMENT

NEW FOLDER

Search

> Policies

Title	Revision	Type	Revision date	Size	Owners	Tags
Emergency Response.pdf	2	pdf	4/8/2026	3.4 MB	Mary Winchester	
EnTac Attendance Policy	2	pdf	4/8/2026	893.6 KB	Mary Winchester	
EnTac Code of Conduct	3	pdf	4/8/2026	893.6 KB	Mary Winchester	
EnTac IT Acceptable Use Policy	2	pdf	4/8/2026	893.6 KB	Mary Winchester	
EnTac Workplace Safety	2	pdf	4/8/2026	893.6 KB	Mary Winchester	

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Select the Add Document button beneath the Home Page header. This opens the Add a New Document Modal.

Add a new document

Home

Max file size 500 MB
Max files 20

Drag and drop your file(s) or [select one or more](#) from your device.

CANCEL

CONTINUE

Drag and drop file(s) or select them from your device. Once the desired documents are chosen, select "Continue," opening the second screen of the Add a New Document Modal.

Add a new document

35%

Upload in progress..

BASIC DETAILS

ADVANCED OPTIONS

Title (219)

Emergency Response Standard.pdf

Description

Revision

1

Owners

Mary Winchester

Revision date

04/09/2026

CANCEL

ADD DOCUMENT

Use both the Basic Details Tab and the Advanced Options Tab to designate the appropriate properties for the document and click the Add Document button. *(A detailed explanation of the customizable document properties on both tabs has been included below.)*

A pop-up confirms that the new document was successfully added.

Basic Details

Under the Basic Details Tab, the user can input a title, description of the file, revision number and revision date. They can also designate any document owners (the uploader is initially included as an Owner by default) and tags.

Add a new document

Assets Export 2025_08_21_21_40.csv

Select a different file

BASIC DETAILS

ADVANCED OPTIONS

Title (216)

Assets Export 2025_08_21_21_40.csv

A file with the same title already exists in this folder.

Description

Revision

1

Owners

Mitzi Orkus

Revision date

08/23/2025

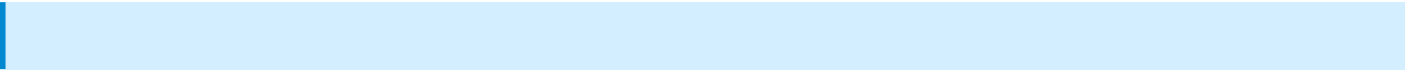
Tags

CANCEL

ADD DOCUMENT

If the incorrect file was selected, the user can click “Select a different file” from the top right corner of the modal to exchange it with the correct file.

Document owner(s) can be selected from a dropdown list of users.



Document owners have the ability to approve documents, which is relevant for companies who are required to attest an annual/periodic review for regulatory agencies or other governing bodies. Document owners are also notified any time a new comment is made on a file and are responsible for affirming continued suitability of the file if enabled under Advanced Options.

Advanced Options

Selecting the Advanced Options Tab allows the user to apply enhanced settings to the file. An explanation of each Advanced Options checkbox is included in the table below.

Add a new document

Assets Export 2025_08_21_21_40.csv

Select a different file

BASIC DETAILS

ADVANCED OPTIONS

☐ Document is public

☐ Document is 360° photo

☐ New revisions require approval

☐ New revisions require acknowledgement

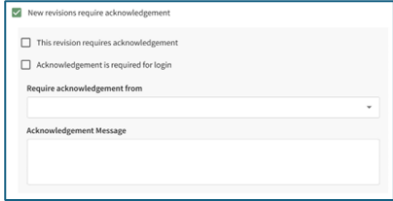
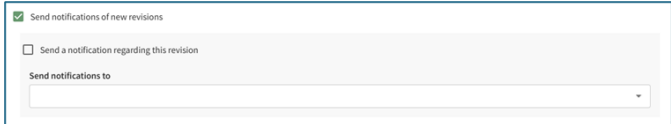
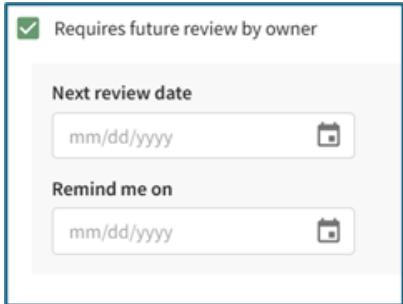
☐ Send notifications of new revisions

☐ Requires future review by owner

CANCEL

ADD DOCUMENT

Document Advanced Options Explanations	
Checkbox	Explanation
Document is Public	Selecting the “Document is public” checkbox allows individuals who are not users in the KAStrack system to view files. Users in KAStrack will need appropriate permissions to view the file regardless.
Document is 360° Photo	Selecting the “Document is a 360° photo” checkbox communicates to KAStrack that the file is intended for 360° viewing to ensure it shows correctly.
New Revisions Require Approval	Selecting the “New revisions require approval” checkbox opens a dropdown menu. Approval requirements for the file can be designed by Access Level, Certification Role, or specific individuals in the system. An additional checkbox can be selected if this revision requires approval. ☒ New revisions require approval ☐ This revision requires approval Require approval from Users view the files that require approval on the Documents Module Review Page.

New Revisions Require Acknowledgement	Selecting the “New revisions require acknowledgement” checkbox allows acknowledgement requirement customization.  The “This revision requires acknowledgement” checkbox will notify the Access Levels, Certification Roles, or individuals selected of the new document. If “Acknowledgement is required for login” is selected, a user will not be able to access anything in KAStrack until the user acknowledges the revised document. A textbox allows the user to include a customized acknowledgement message that will be included in the automated message sent out to users by KAStrack. Users view the files that require acknowledgement on the Documents Module Review Page, or just after signing in, when “Acknowledgement is required for login” is enabled.
Send Notifications of New Revisions	Selecting the “Send notifications of new revisions” checkbox allows a user to customize (by Access Level, Certification Role, or individual) who receives an email notification that a new file revision has been updated in KAStrack. An additional checkbox can be selected if a notification is to be sent for this revision.  Users view the files they have received notification of on the Documents Module Review Page.
Requires Future Review by Owner	Selecting the “Requires future review by owner” checkbox allows the user to schedule the next review date and set a reminder for the review deadline.  Users review files for continued suitability on the Documents Module Review Page.

