

View Actions Associated with a Document/File

To view any outstanding actions associated with a document/ or file, open the Documents Home Page from the Main Menu and navigate the repository to the specific file you are interested in viewing. Click the vertical three-dot icon to open the file's context menu and select View.

Documents

Documents > Home

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

+ ADD DOCUMENT

+ NEW FOLDER

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☐	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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RESET TABLE SETTINGS

View

Properties

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QR code / Link

This opens the Preview Tab of the document's Details Page. Open the Actions Tab.

EnTac Code of Conduct

/ Policies

PREVIEW

ACTIONS

DETAILS

COMMENTS

HISTORY

Acknowledgments (1)

Title	Revision	Revision date	Status
EnTac Code of Conduct	3	Apr 8, 2026	✓ 0 ⌚ 18

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Any outstanding actions related to the document will be visible on this tab.

Revision #3
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