

Review Expired Documents

09/16/2024 2:16 pm MDT

If you have assigned a Reviewing Option to your document, when it becomes due it will show a warning for the cards that need to be reviewed.

Documents cards library

To update a new files in the cards drag and drop files into Document cards, or create a new card and place a file there.

Sub-Supplier Doc Name Folder

Disabled Expired Only Grid Row Colors

1 cards need review ✕

<input type="checkbox"/>	Sub-Supplier	Sub-Supplier Doc Name	Sub-Supplier Expiry Date of Doc	Wolfe PA Doc Name	Wolfe PA Last Review Date	Card Expiry Date	Folder	Tools
<input type="checkbox"/>	ABB	Electric Actuator	2019-06-13	Electric Actuator O&M	2019-06-13	2019-06-13	Manual	<input type="button" value="edit"/> <input type="button" value="upload"/> <input type="button" value="delete"/>
<input type="checkbox"/>	ABB	Pneumatic Actuator	2019-12-16	Pneumatic Actuator O&...	2019-06-13	2019-12-16	Manual	<input type="button" value="edit"/> <input type="button" value="upload"/> <input type="button" value="delete"/>

No more pages Show on Page:

To renew these documents, select the applicable document and click on edit. This gives you the ability to modify any existing meta data, reset the reviewing option and also the ability to upload a new document if required. Once updated and saved the warning will not longer appear above the grid.