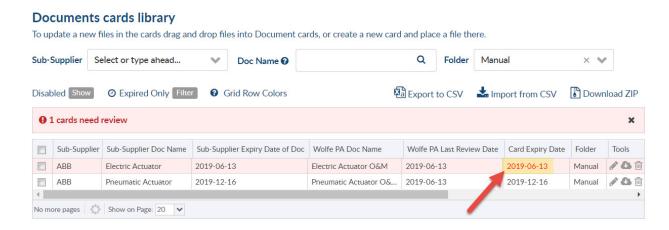# Review Expired Documents

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.

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.