

# Review Expired Documents

07/08/2025 4:14 pm MDT

Expiration dates can be added to library documents to prompt review, helping ensure that documents remain up-to-date. If a document is assigned an expiration date and becomes due for review, the document will be highlighted in the grid and the "Card Expiry Date" value will also be highlighted in red.

	Tools	Omega Last Review Date	Company	Document Type	Title	Expiry Date of Doc	Review Period (months)	Card Expiry Date	Heat #
		2025-07-08	ABC Engineering	MTR	Testing				
		2025-01-28	Sub-Supplier 1	Manual	Supplier 1 Product Manual				
		2025-07-08	Sub-Supplier 2	Manual	Supplier 2 Product Manual	2025-07-01		2025-07-01	

To review expired documents, click the pencil icon under "Tools". From the edit form, values can be updated as needed, and the review schedule can also be reset. If a new version of the document is required, it can be upload at the top of the form.

Library

Manage Library

Inbound Documents

Viewer

Upload file(s) here for processing. Maximum file upload size is 400Mb.

Drag and drop files

Or choose files from disk

Unprocessed Files

To process individually, drag and drop files to existing cards or click the + to create a new card. To bulk assign/create cards, use CSV

Assign files via CSV

Download ZIP

Delete

File Name	Pages	Tools
Document 1.pdf	1	+ + + + +
Document 2.pdf	1	+ + + + +
Document 3.pdf	1	+ + + + +
Document 4.pdf	1	+ + + + +
Document 5.pdf	1	+ + + + +
Document 6.pdf	1	+ + + + +

No more pages

Show on page: 20

Library - Files

Affiliate

Select or type ahead...

Company

Select or type ahead...

Keyword

Disabled

Expired only

Grid row colors

Tools	Omega Last Review Date	Company	Document Type	Title	Expiry Date
	2025-07-08	ABC Engineering	MTR	Testing	
	2025-01-28	Sub-Supplier 1	Manual	Supplier 1 Product Manual	
	2025-07-08	Sub-Supplier 2	Manual	Supplier 2 Product Manual	2025-07-01

No more pages

Show on page: 20

Items on page: 3

Edit Library Card

Card: Supplier 2 Product Manual (Sub-Supplier 2)

Viewer

History

Current file in this card

Operating & Maintenance Manual Supplier2.pdf

New file

Drag and drop new file

Or choose files from disk

Max upload size 400Mb

Document Card Info

Affiliate

Omega Supply

Document type

Manual

Company

Sub-Supplier 2

Title

Supplier 2 Product Manual

No. of pages

1

Review schedule

By expiration date

Expiry date of doc

2025-07-01

By review period

No review required

Cancel

Save

Once all necessary updates are saved, the file will no longer be highlighted in the grid and is ready for use!