

## General

# Where do I find the latest revision of a document?

Head to the section in which the document is stored as that will always show the latest version. For instance, if the document is a Policy, go to the Policies Section, click that and edit the document from the list there. If you don't know what classification the document is, you can just click on the "All" documents section and it will show all classifications and all documents and you can edit from there.

This is best practice so you don't get confused with "current"(the most recently approved) and "latest" documents. Note that by default the Traffic Light System only shows "current" documents.

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