General

How do I change a document's 'Next Review Date'?

Click the Review Date Selector in the document list as shown in the screenshot below and select the new date.

Status	Doc#	Source	Туре	Document Name 🔺	Revision	Revision Date	Rev	Revie	w Dat	e	Apr A	Approv	ved Da	ate Ap
*	D0C954	TIMS	M)	RIIVEH201B Assessment Instrument AT1	1.4	28/11/2017	10	28/9/	2018		RT(2	28/11/	2017	RT
*	DOC9538	T DMS	M)	RIIVEH201B Mapping	1.2	11/8/2017	Def	14/5/2	2019	~	RT(1	4/5/2	.018	RT
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This method works for documents in the DMS and in other frameworks. Please note you cannot use this same method in the Traffic Light System itself but only in the Document classification section of the framework. For example in the SRTO framework at the top, under the "Manage" tab you have "Policies", "Procedures", "Forms", "Manual" and "Others":

General

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Simply click on one of the classification buttons, for example, "Polices" and it will show you a list of all your Policies, then use the date selector of the "Review Date" column and choose the new date you would like to push it forward to as shown in the screenshot below.

Manage	Registers	Report	ts Too	is/Confi	g Help			7 - 🗆 📑
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General

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