

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.

Drag a column header here to group by that column

Status	Doc#	Source	Type	Document Name	Revision	Revision Date	Rev	Review Date	Appr	Approved Date	Appr
✓	DOC954	DMS	RIIV	RIIV201B Assessment Instrument AT1 1.4	1.4	28/11/2017	10	28/9/2018	RTC	28/11/2017	RTC
✓	DOC9538	DMS	RIIV	RIIV201B Mapping	1.2	11/8/2017	Def	14/5/2019	▼ RTC	14/5/2018	RTC

Tuesday, May 2018

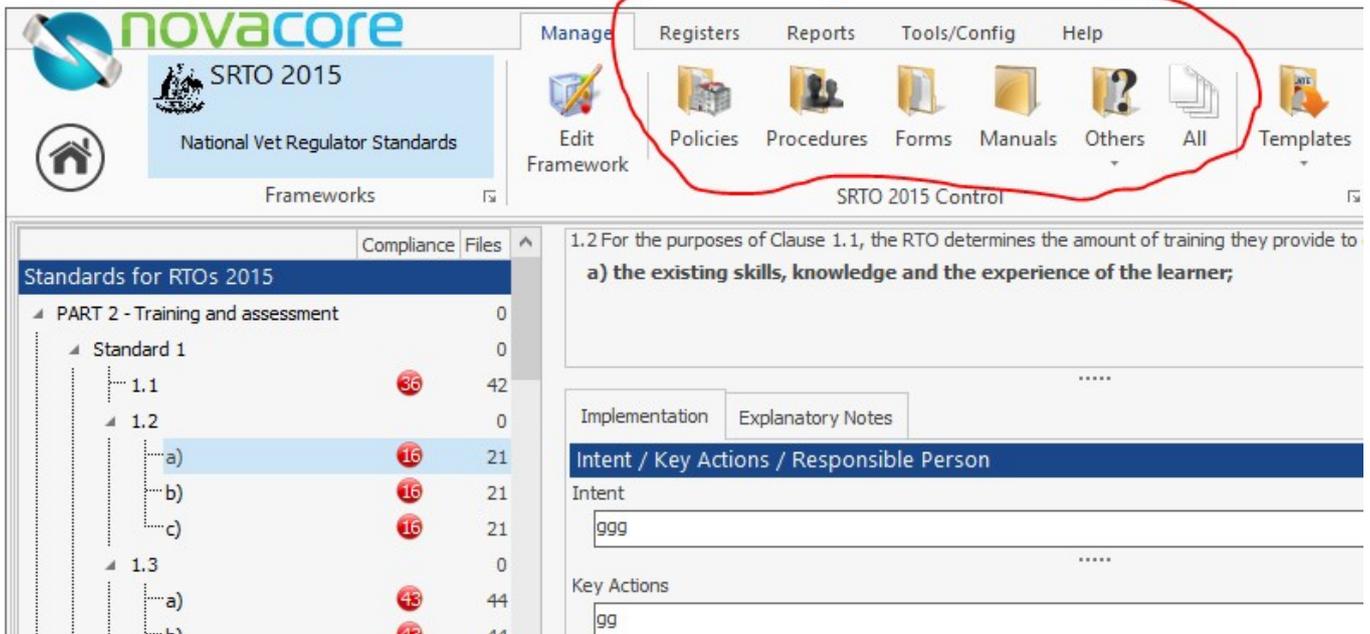
← May 2019 →

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

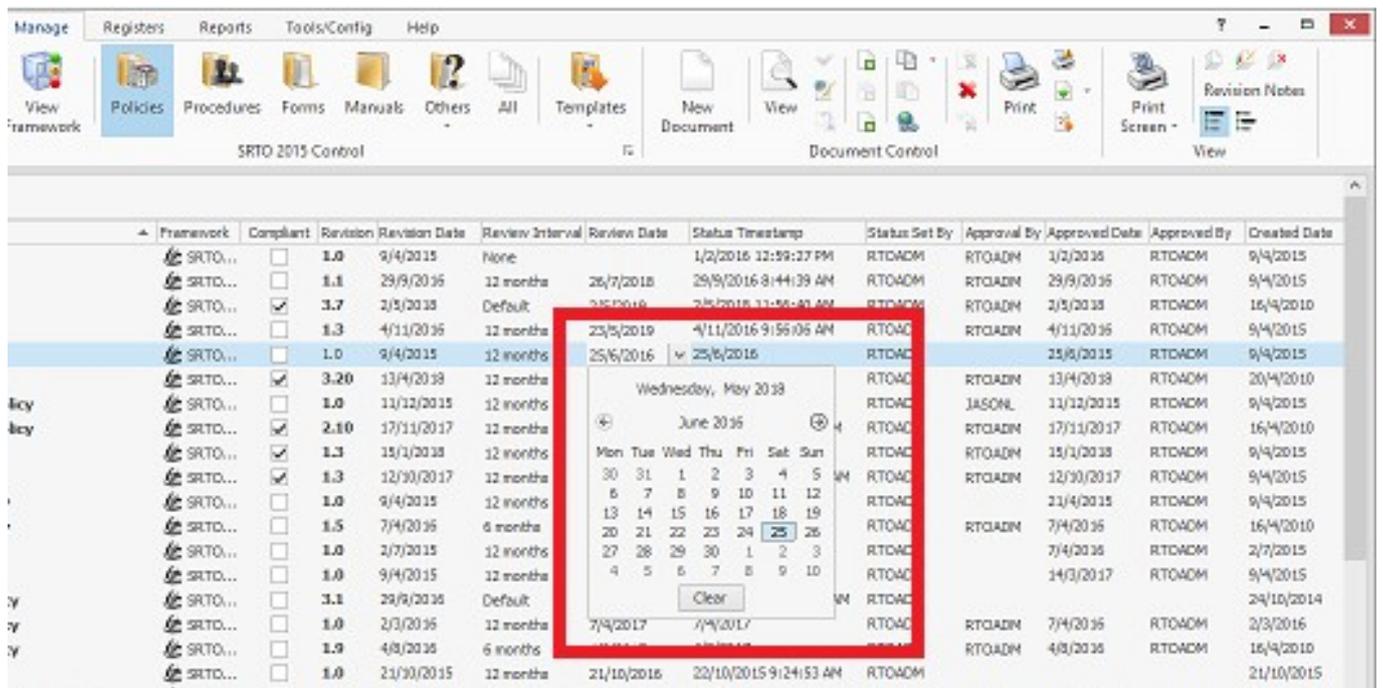
Clear

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



Simply click on one of the classification buttons, for example, "Policies" 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.



General

Unique solution ID: #1020

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Last update: 2024-06-21 08:23