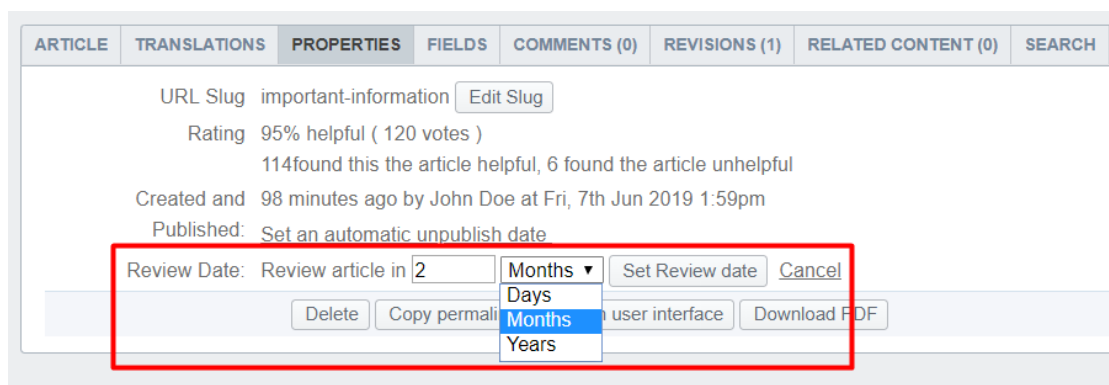


Set an automatic review/expiry date for article content

[Product](#) - [تعليقات \(.\)](#) - Colin Dunn - 2019-06-27

To improve and automate your ability to keep documentation up to date and compliant, we have added an additional **"Review Date"** property to all knowledgebase articles. This enables your agents to set a date or time frame in the future for articles to be flagged for review



The screenshot shows the 'PROPERTIES' tab of an article. The 'Review Date' field is highlighted with a red box. It contains a text input 'Review article in 2', a dropdown menu with 'Months' selected, and buttons for 'Set Review date' and 'Cancel'. Below the dropdown, the options 'Days', 'Months', and 'Years' are visible.

When the article reaches its review date, it is moved into a pending status visible in the publish area. An agent with sufficient permissions will be able to edit the content and re-submit this for review



The screenshot shows the 'PENDING' status page. The 'Articles to Review' row is highlighted with a red box, showing a count of 17. Other rows include 'Comments to Review' (12), 'Pending Articles' (10), and 'All Drafts' (25).

In this example, we can see a piece of information which may change, the checkbox to reset the review date is ticked, so this will open up again in the future. A **perpetual and ongoing** process is created here

