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Set an automatic review/expiry date for article content

2019-06-27 - Colin Dunn - [Comments \(0\)](#) - [Product](#)

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.

ARTICLE | TRANSLATIONS | **PROPERTIES** | FIELDS | COMMENTS (0) | REVISIONS (1) | RELATED CONTENT (0) | SEARCH

URL Slug: important-information [Edit Slug](#)

Rating: 95% helpful (120 votes)
114 found this the article helpful, 6 found the article unhelpful

Created and: 98 minutes ago by John Doe at Fri, 7th Jun 2019 1:59pm

Published: [Set an automatic unpublish date](#)

Review Date: Review article in 2 Months ▾ [Set Review date](#) [Cancel](#)

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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.

✉ **PUBLISH** 🔍 SEARCH <

⬆ **PENDING**

💬 Comments to Review 12

📄 Pending Articles 10

👤 **Articles to Review** 17

📄 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.

