

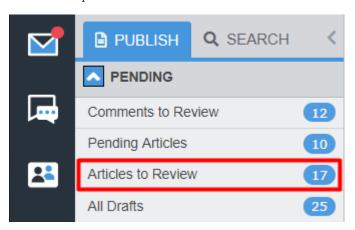
Set an automatic review/expiry date for article content

2019-06-27 - Colin Dunn - Comments (0) - Product

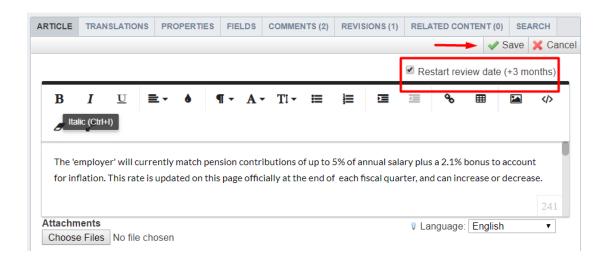
To improve and automate your ability to keep documentation up to date and compliant, we have added an additional <u>"Review Date"</u> property to all knowledgebase articles. This enables your agents to set a date or time frame in the future for articles to be flagged for review.



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



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.



Your agent may conclude the content is still up to date and require no further additions. In this case, the review date can be <u>reset easily</u>, or can be fully removed if no longer needed.