



View, Filter & Sort Documents





To view an existing document, click the Documents icon in the navigation bar, then click the  icon in the Actions column. To edit the record, click the  icon.

Event Name	Active	Status	Event Date ↓	Interruption Level	Severity Level	Actions
Plan 1	False	Active	09/20/2018 12:23:34 PM	Minor	Minor	  
Plan 1	False	Active	09/20/2018 11:42:57 AM	Minor	Minor	  

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To filter the records by folder, click Filter, then select a folder.

Filter By Folder ✕

-  New Org
 -  Documents
 -  Corporate Facts
 -  Policies
 - Regulations

To sort the records, click the column headers.