

Modify / Delete Document with Status 'Unverified'

1. Click on **My Document** from the navigation menu on the left side.



Figure 1 : Knowledge Management Page

2. Click on document title with status '**Unverified**'. **View Full Document Details** will be displayed.

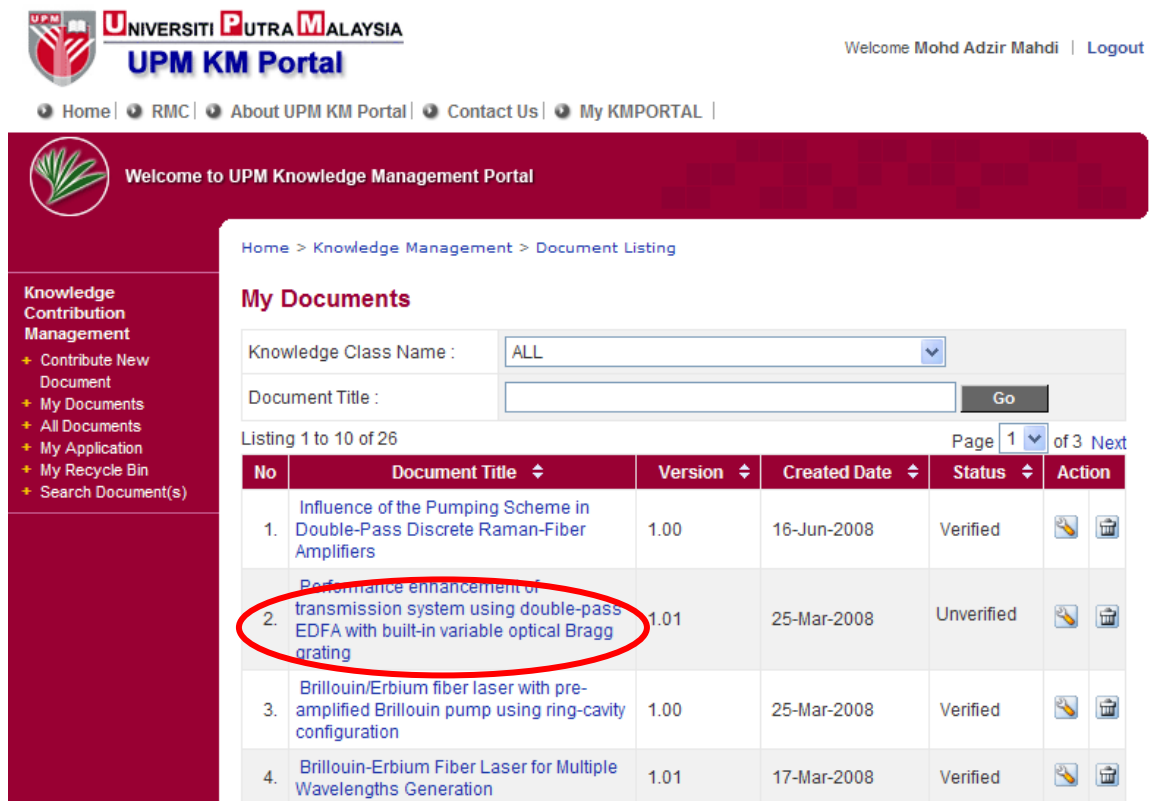


Figure 2 : My Documents Page

3. Scroll down. At the bottom of this page you will see Remarks field. Please take an action based on the stated remark. For this example, system administrator had rejected this document because duplication. This user should delete the document.

Status :	Unverified	
Created By :	Mohd Adzir Mahdi	
Created Date :	28-Jan-2009 23:25:09	
Updated By :	Nor Hasriyanti Rahim	
Updated Date :	23-Feb-2009 17:05:40	
Submitted By :	Mohd Adzir Mahdi	
Submitted Date :	28-Jan-2009 23:25:09	
Approved By :	Nor Hasriyanti Rahim	
Approved Date :	23-Feb-2009 17:05:40	
Version :	1.00	
Remarks :	Rejected - Duplication found. This document had been submitted by Halimatus Bte Yaakub. She/he has selected you as a corresponding author for this document. To view this document, click on All Documents. Please delete this document. TQ	
Document Relate Information		
Related Document :	- (No Related Document Found)	
* - Compulsory Fields		
<input type="button" value="Modify"/>	<input type="button" value="Delete"/>	<input type="button" value="Cancel"/>

Figure 3 : View Full Document Details Page