

Document 22.6 Classic UI

Release Notes



InEight®
DOCUMENT

Changelog

This changelog contains only significant or other notable changes to the document revision. Editorial or minor changes that do not affect the context of the document are not included in the changelog.

Rev	Date	Description
1.0	17-JUN-2022	Initial publication
2.0	22-JUL-2022	Final version

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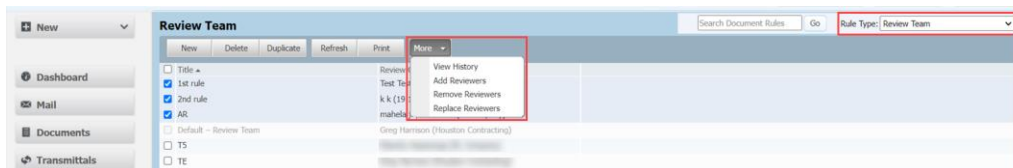
What's new in Document 22.6

- **Administration**
 - **Manage users in document rules in bulk** – You can now add, remove, or replace users in document rules and free-form review teams in bulk. [Read more](#)
- **Address book**
 - **Manage users in free-form review teams in bulk** – You can now add, remove, or replace users in free-form review teams in bulk in the contacts address book. [Read more](#)

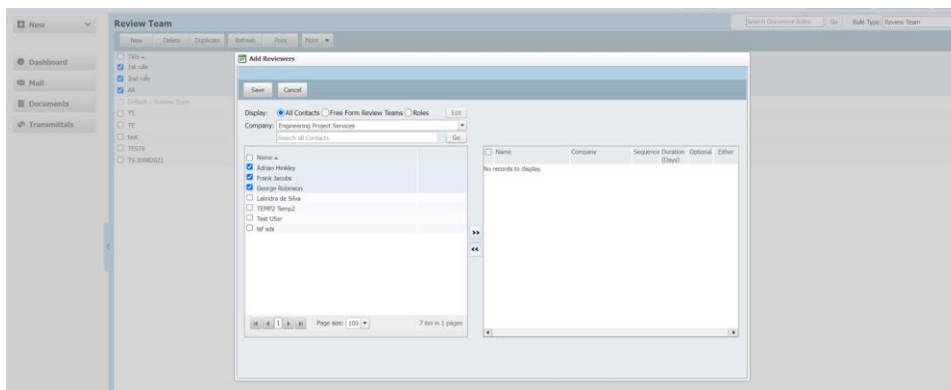
Administration

Manage users in document rules in bulk

When managing review teams, you can now select multiple teams on the Review team Rule Type page (Admin > Manage document rules > **Review team**), and then go to the **More** menu to add, remove, or replace reviewers in the review teams.



When adding reviewers, select **All Contacts**, **Roles**, or **Free Form Review Teams**, and then a company to see applicable values. A list of applicable users, roles, or teams is shown where you can then select one or more. You can also specify the sequence and the duration or whether the reviewer is *Optional* or *Either*. Click **Save**.



To replace reviewers, select **Replace reviewers**. The Replace Reviewers dialog box opens. Select the current reviewer to be replaced, and then select the reviewer company and reviewer name of the replacement. Click **Replace**.



To remove reviewers, select **Remove reviewers**. The Remove Reviewers dialog box opens, where you can select the name of the reviewer to remove from the rules. Click **Remove**.



Address book

Manage users in free-form review teams in bulk

From the More menu in the address book, select **Free form review teams**. A dialog box opens where you can select one or more roles or free form teams.

From the More menu in the dialog box, you can add, remove, or replace users or reviewers.

