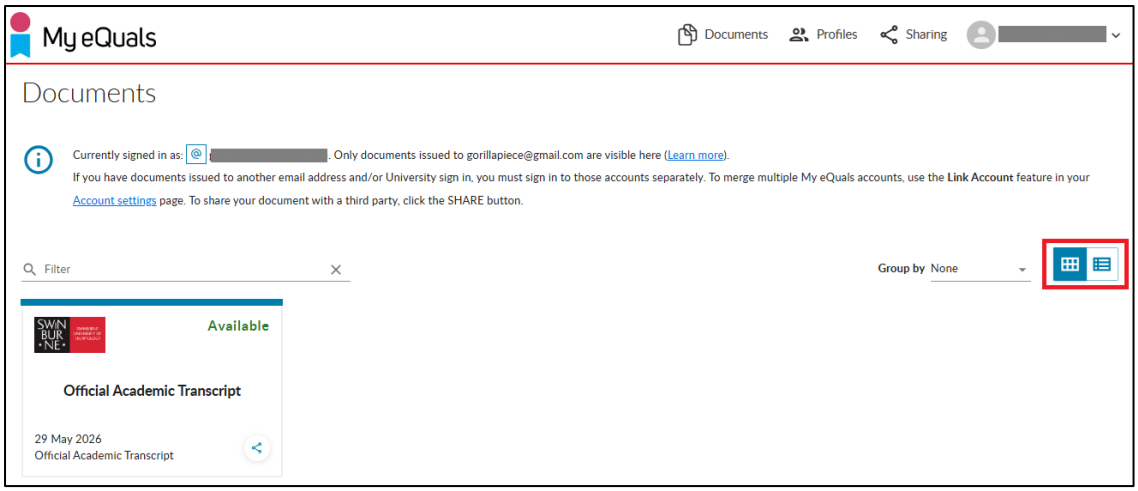
Viewing of Document

Upon login, Learner will be directed to the document repository where they can view all the issued digital documents.

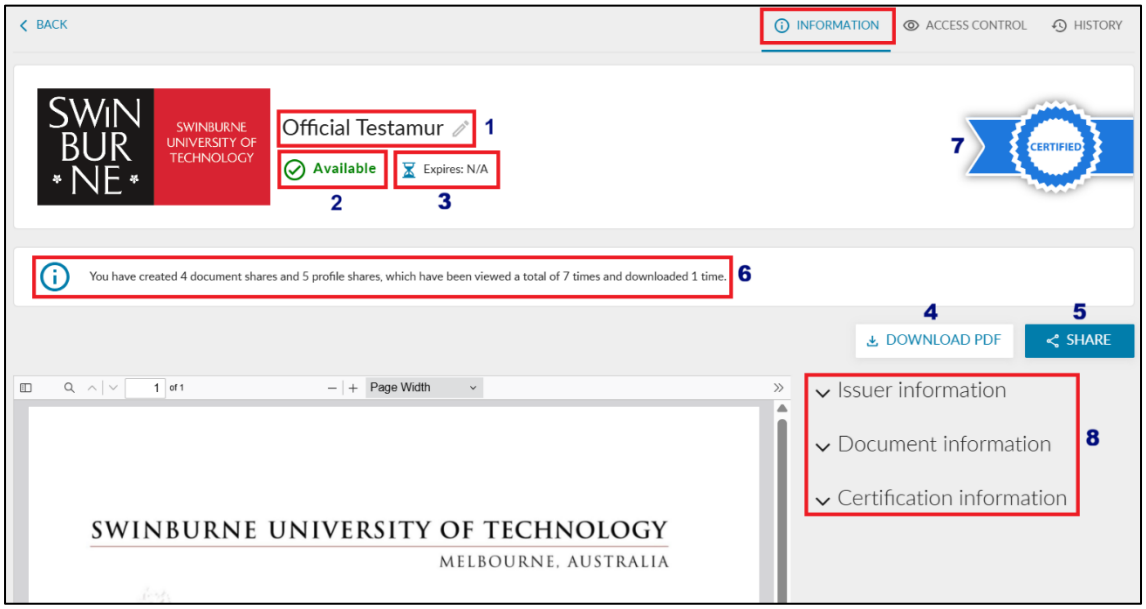


Learner has the option to change the document repository page to grid or list view.

To view the individual document, click anywhere on the document.

Information

Information page presents additional relevant information in the document.



1. Learner can personalize the document name by clicking on the pencil icon.
2. Document Status:

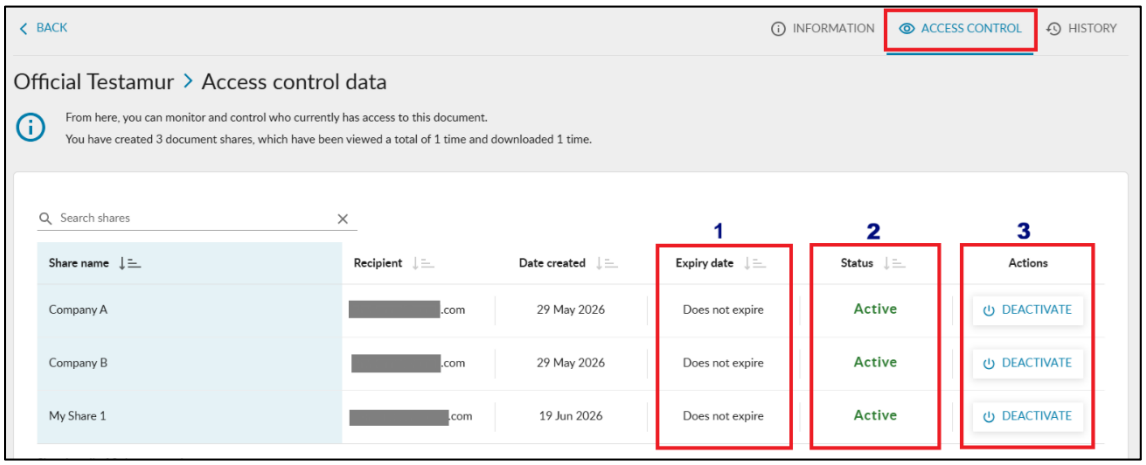
Available	Document is valid and available to be shared.
Revoke	Document is revoked by the University and the Learner should contact Swinburne Sarawak Graduation Team for assistance.
Invalid	Document is invalid and the Learner should contact Swinburne Sarawak Graduation Team for assistance.

3. Document expiry date refers to the document validity.
4. The digital document can be downloaded by clicking on the **Download PDF** button.
5. The Learner can share documents securely with employers, organisations and third parties by clicking on the **Share** button.
6. The panel indicates the number of shares, profiles created and document views by shared recipients.
7. The "**Blue Ribbon**" indicates that the document has been digitally signed and is valid and authenticated.
8. Additional information on the right panel of the document:

Issuer Information	Information about the University who issued the document.
Document Information	Contains the personalised document name, document type, date of issuance and number of shares created.
Certification Information	Details of the Certifying Organisation.

Manage Document Share

To monitor and control shared documents, click on the **Access Control**.

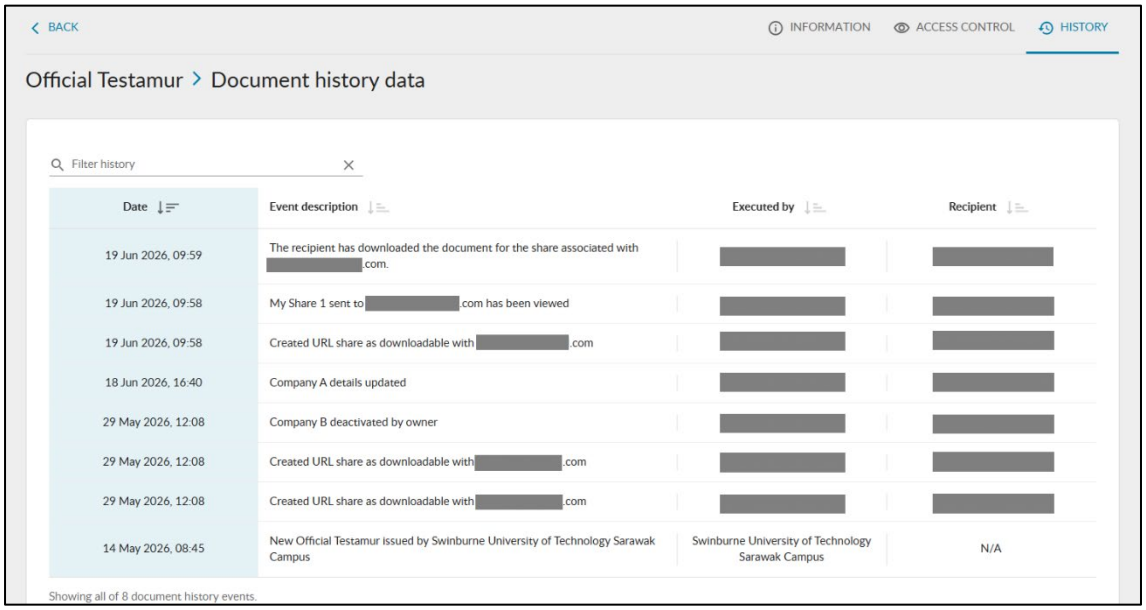


1. Learner has the option to set the expiry date to the shared document. After the expiry date, the share recipient will no longer have access to the document.
2. The **Status** column indicates the status of the shared document.
3. The shared document status is Active by default. However, Learner has full control of document accessibility.

To view or edit an individual share, click on the row with the share name.

History

History page provides the audit trail of the document.



In reverse chronology, this page records the events when the document was:

- Issued
- Superseded (if applicable)
- Shared to recipient (including if the share created as downloadable)
- Viewed by the recipient of a given share
- Downloaded by the recipient
- Personalised with a name change