Managing Validity & Expirations

Documentation · https://viaspaces.com/Documentation/validity_expirations/

Know at a glance whether a time-bound document is still current.

Some documents — a contract, a certificate, a quote — are only good for a limited time. Validity Status lets you track that condition and the date it took effect, without opening the document itself.

Where it lives

Validity is one of the three tabs on a document's Post-Processing panel, opened from its Dashboard row, alongside Payments and Accounting.

Setting a Validity Condition

1. Open the document's Post-Processing panel from its Dashboard row.
2. Select the **Validity** tab.
3. Select a **Condition**.
4. Set the **Date** that condition took effect.
5. Add Comments or Document Tags if you need to.
6. Click **Save**.

Condition	Meaning
N/A	Validity isn't tracked for this document.

Condition	Meaning
Indefinite	No expiry — stays valid until changed.
Valid till	Valid up to the date set.
Extended till	Validity pushed out to a new date.
On Hold till	Temporarily paused until the date set.
Cancelled on	Cancelled as of the date set.
Expired on	Expired as of the date set.
Replaced on	Superseded by another document as of the date set.

Validity on the Dashboard

The Dashboard has a dedicated **Validity** view alongside Standard and Post-processing, so you can browse documents by their current condition. The Post-processing view also shows a Validity column next to Payment and Accounting status.

Hint: Validity tracked here is metadata for your lists and filters — it's separate from any "valid until" date that might be printed on the document itself.