



Tester: Mahnoor Hassan

Date: 11 August 2025

Bug

🐛 Bug Report: **Deactivating a document removes it from the list instead of marking it as inactive**

Environment:

- **Application:** TrackX (Document Management Module)
- **Environment URL:** <https://dev-trackx.wenawa.com>
- **Browser:** Google Chrome 138.0.0.0 (64-bit)
- **OS:** Windows 10
- **Date/Time Found:** 10-Aug-2025, 03:55 AM PKT

Issue Summary:

When a document is deactivated in the Document Management module, it completely disappears from the document list instead of remaining visible with an “Inactive” status. This behavior gives the impression that the document has been deleted, preventing users from easily locating and reactivating it.

Steps to Reproduce:

1. Navigate to **Document Management** → **View Documents**.
2. Select an existing document and click **Edit**.
3. Toggle the **Active** switch to disable the document.
4. Click **Update Document** to save changes.
5. Return to the **View Documents** list.

Expected Result:

The deactivated document should remain in the list but be shown with an **Inactive** status (e.g., using a label, color indicator, or status column) so that admins can reactivate it if needed.

✗ Actual Result:

The deactivated document is completely removed from the list as if it was deleted.

Impact:

- Admin users lose visibility of deactivated documents.
- It creates confusion and risk of accidental "permanent loss" perception.
- Prevents easy reactivation without re-uploading the document.

Possible Cause:

The frontend list retrieval query may be filtering only active = true records without an option to display inactive ones.

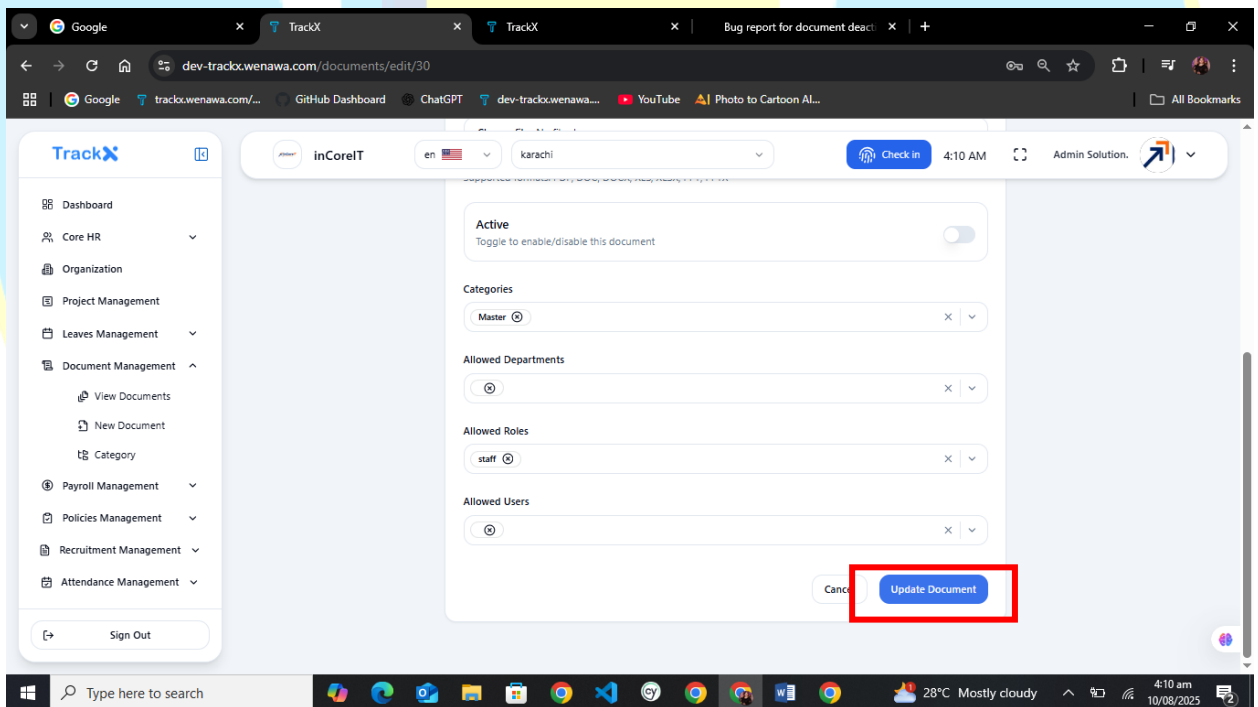
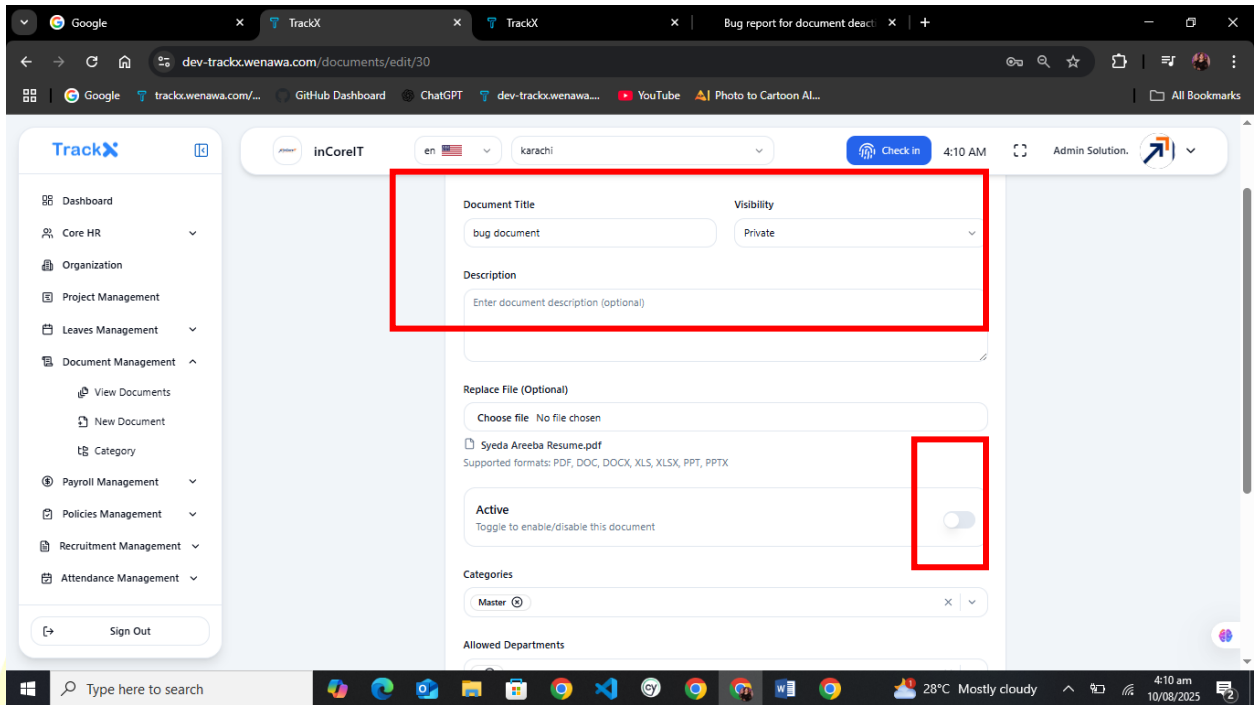
Suggested Fix:

- Modify the document listing function to allow visibility of both active and inactive records, possibly with a filter to toggle between them.
- Clearly label inactive documents in the UI.

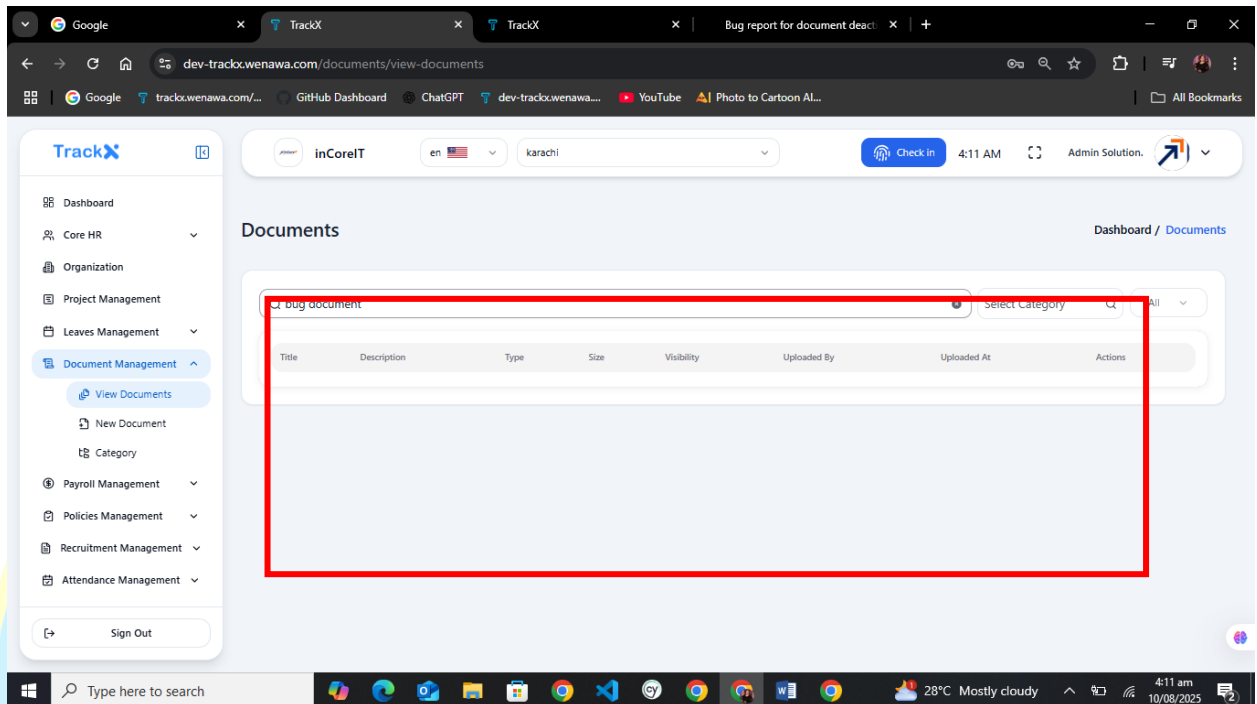
Screenshots:

The screenshot shows the TrackX application interface. The left sidebar contains navigation links: Checklists, Checklist Reports, Announcements, Audit Logs, Organization, Project Management, Leaves Management, Document Management (selected), New Document, Category, Payroll Management, Policies Management, and Recruitment Management. The main content area displays a table of documents. The table has columns: Title, Description, Type, Size, Visibility, Uploaded By, Uploaded At, and Actions. A red box highlights the 'Actions' column, which contains icons for download, edit, and delete for each document row.

| Title | Description | Type | Size | Visibility | Uploaded By | Uploaded At | Actions |
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Severity: High
Priority: Medium