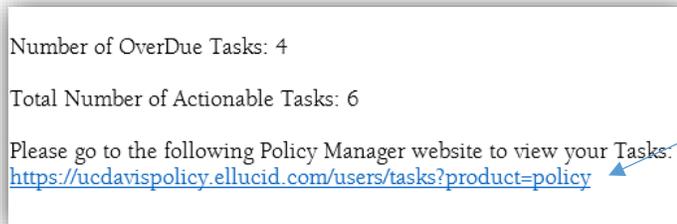
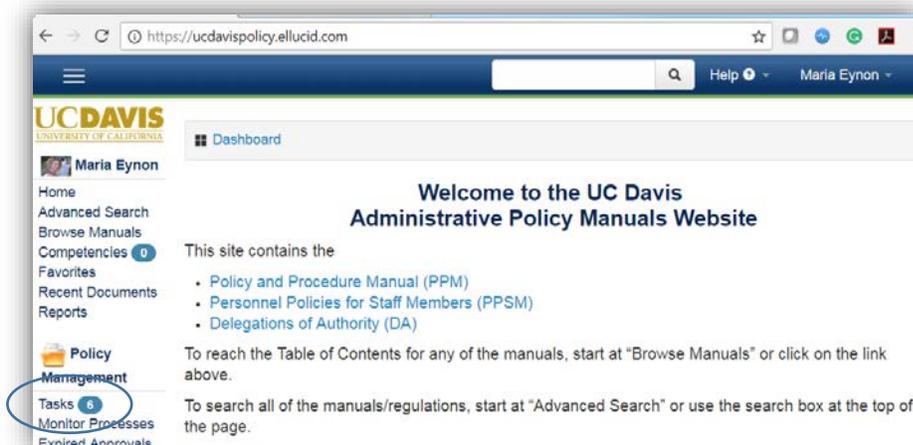


## Approving a Policy

1. The policy management system will send a weekly email with your assigned tasks.
2. Click on the link in the email to navigate to your Tasks in the system



- a. If you are not already logged in, the system will take you to the login screen. Use your UC Davis credentials to log in.
- b. You can also access Tasks from the homepage.



3. Find the policy requiring review in the list and select **View** to access the document.

**Task Filters**

- Display Only Actionable Tasks
- Display Only Tasks That Are: Overdue
- Display Only Tasks Where: Task Start Date Is From:  To:

**Apply**

**Tasks**

Filter Results: 123 Showing 1 to 1 of 1 entries (filtered from 6 total entries)

Document Name	Your Task	Current Task	Task Start	Task Due	Status	Checked Out
Policy 123-45	6 - Final Approval	6 of 6	05/05/2018	05/19/2018	Overdue	<a href="#">View</a>

Copy CSV PDF Print Export all

4. Review the Policy draft, and when you are ready to submit your approval, click the **Approve** button.

**Policy 123-45** Due: May 19, 2018

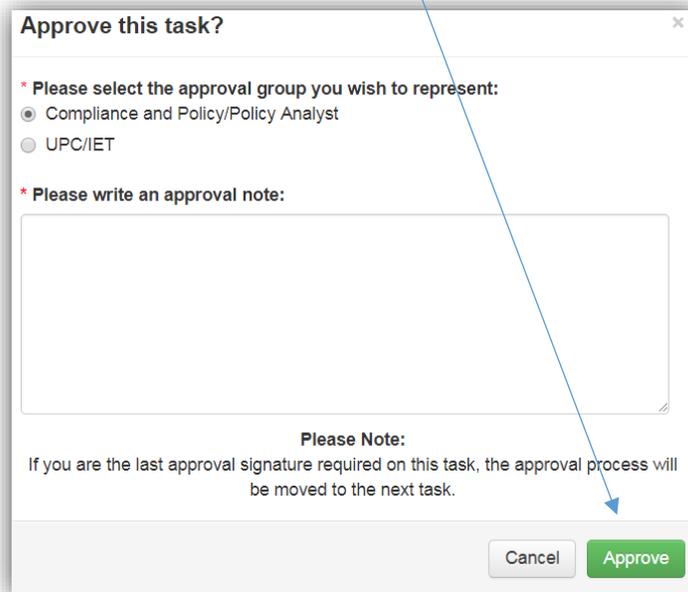
Path: / Manuals / Test Manual

Task 6 of 6: Final Approval - Please review for final approval. Clicking the Approve button will send the policy to the Policy Office for final cleanup before posting online.

Document Tasks Notes History Help Email Checkout Approve Reject

UC Davis Policy and Procedure Manual  
Chapter 100, UC Organization  
Section 15, UC Administrative Structure  
Date: 9/2/03  
Supersedes: 6/1/00  
Responsible Department: N/A  
Source Document: N/A

5. Enter a note in the text box and select **Approve**.



**Approve this task?** ✕

\* Please select the approval group you wish to represent:

- Compliance and Policy/Policy Analyst
- UPC/IET

\* Please write an approval note:

**Please Note:**  
If you are the last approval signature required on this task, the approval process will be moved to the next task.

A blue arrow originates from the word "Approve" in the instruction above and points to the "Approve" button in the dialog box.