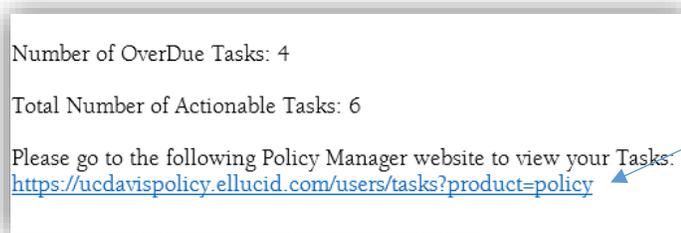


Approving a Policy

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

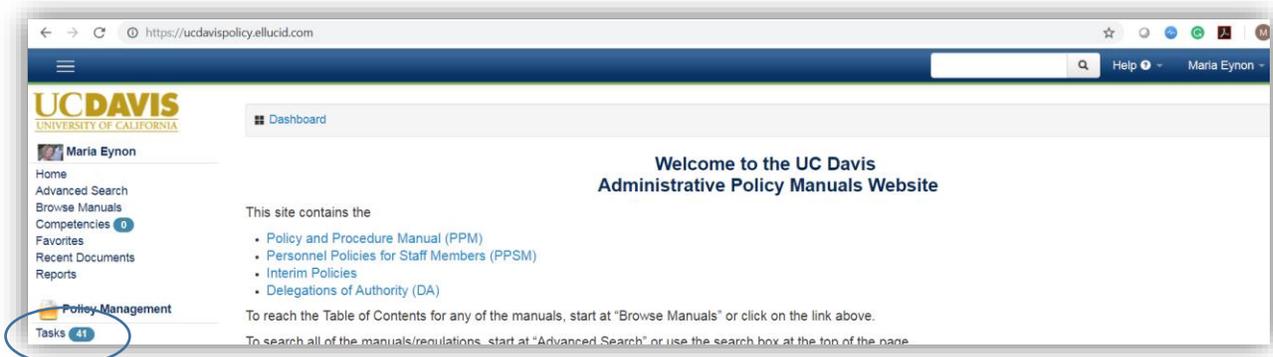


- a. If you are not already logged in, If you are not already logged in, Select Login from the homepage.



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

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		View

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

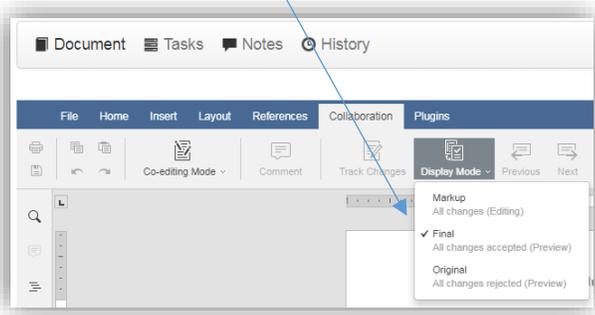
Task 6 of 6: Final Approval - Please review for final approval. Clicking the Approve button will send the policy to the Policy Office for final cleanup before posting online.

[Document](#) [Tasks](#) [Notes](#) [History](#) [Help](#) [Email](#) [Checkout](#) [Approve](#) [Reject](#)

UC Davis Policy and Procedure Manual

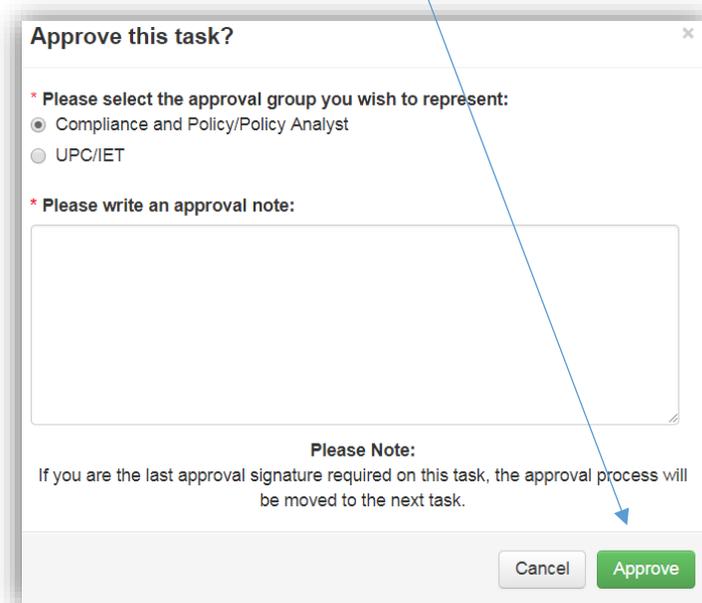
Chapter 100, UC Organization
Section 15, UC Administrative Structure
Date: 9/2/03
Supersedes: 6/1/00
Responsible Department: N/A
Source Document: N/A

- To view the document without the tracked changes showing, select the **Collaboration** tab, **Display Mode**, **Final All changes accepted (Preview)**.

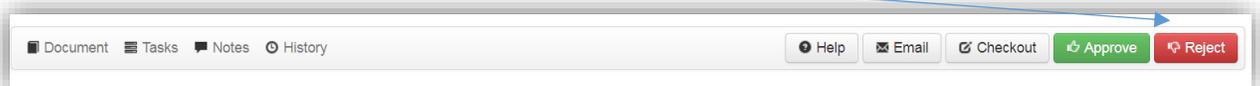


Note: Additional changes can't be made in this view.

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



- If there are additional changes that need to be made by the Policy Owner prior to approval, select **Reject**



8. Select the **Policy Owner Approval** step to reject the task back to the Policy Owner to make additional changes, enter a rejection note with your comments, select **Reject** to send the task back.

Reject this task? ✕

Both a step and a note are required.

Please select a step number to reject to:

- Step 1: Initial Draft Creation/Review
- Step 2: Policy Office Review Prior to Formal Review
- Step 3: Formal PPM Review
- Step 4: Policy Office Comment Review
- Step 5: Policy Owner Approval

Please write a rejection note:

Need to add requirements in section III.A to align with current practice.

Do you wish to send this approval process back to the selected step?

A confirmation message will appear when the document has been rejected.