

## Policy Reviewers: Providing Policy Input

## **Providing Policy Input**

- 1. The policy management system will send a weekly email with your assigned tasks, however, the Policy Office will send you an email request to notify you when your input is required.
- 2. Click on the link in the email to navigate to your Tosks 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.

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4. Select **Checkout** to make changes.

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evelopment and Manager htt:/Manuals/Policy and Procedure Manual sk 3 of 7: Formal PPM Review - Please incurrence with the proposed manual st conciled, I will prepare a final draft for teynon@ucdavls.edu) with any questiv	gement of Campus Administrative Polic (PPM)/Introduction be review the policy and make any suggested edits or comments di section. Reviewers' comments and suggestions will be compiled, a approval by the originator, the department head and the appropriations.	rectly to the document online. nd I will work with the policy/p ie vice chancellor or vice prov	No response rocess origina ost prior to pu	by the deadline ator to resolve ar iblication. Contac	will be interpret by issues. Once of Maria Eynon	Due: Jun 1, 2 ted as your the comments ar
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5. Select Edit With the Policy Manger Editor to open the document in the inline editor.



a. Do not check in a new file without consulting with the Policy Office first.

6. Check to make sure the Track Changes mode is enabled.



7. If it is not enabled, click either of the Track Changes buttons.

- 8. Enter your changes directly in the document in the system.
  - a. Comments can be added to the document by selecting **Comments**, then selecting **Add Comments to Document**.



b. Note that updates to numbering in the document will not appear while you are editing the document.

9. When you have completed your edits, select Check in Changes.

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10. If you need to close the document without saving changes, select Cancel Checkout.

11. When you are ready to submit the policy into the review process, click Approve.

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view before formal review.		
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12. Enter a summary of your changes in the text box and select Approve.

Approve this task?	×
Please select the approval group you wish to represent:	
Please write an approval note:	
Enter your summary of changes here.	
Please Note: If you are the last approval signature required on this task, the approval process	s will
be moved to the next task.	
Cancel	