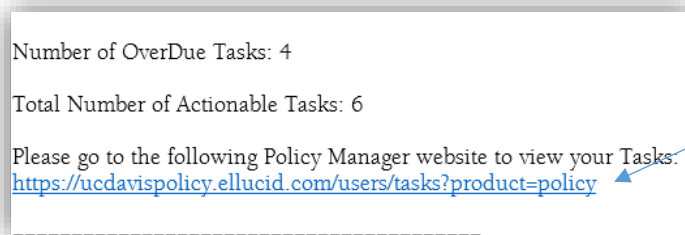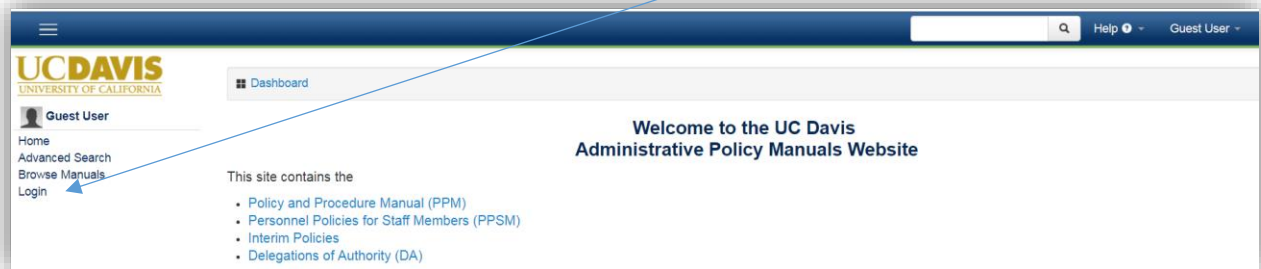## Providing Policy Input

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 requested.

2. Click on the link in the email to navigate to your **Tasks** in the system

Number of OverDue Tasks: 4

Total Number of Actionable Tasks: 6

Please go to the following Policy Manager website to view your Tasks:
https://ucdavispolicy.ellucid.com/users/tasks?product=policy

_____

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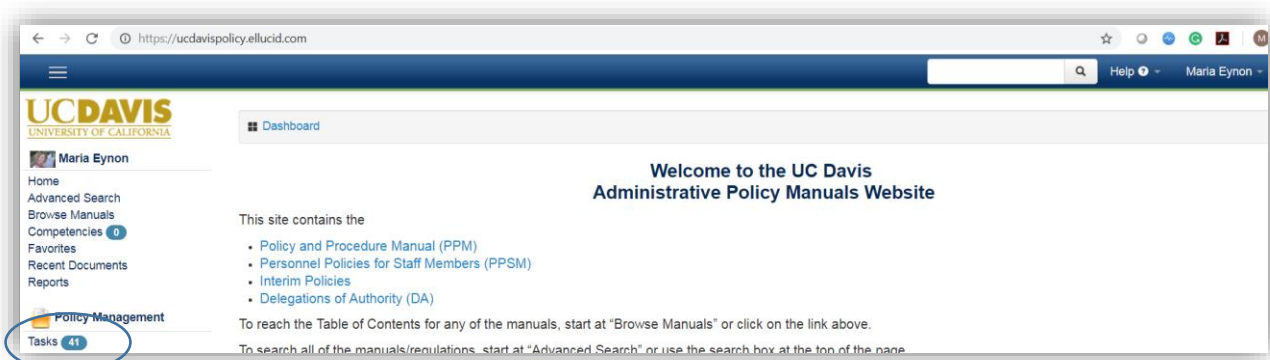
3. Find the policy requiring review in the list and select **View** to access the document.

Task Filters

☑ Display Only Actionable Tasks

☐ Display Only Tasks That Are   Overdue ▾   ❓

☐ Display Only Tasks Where   Task Start Date ▾   Is From [   ] 📅   To [   ] 📅

Apply

Tasks ❓

Show [25 ▾] entries

Filter Results: [development]   Showing 1 to 1 of 1 entries (filtered from 6 total entries)   First   Prev   1   Next   Last

Document Name	Your Task	Current Task	Task Start	Task Due	Status	Checked Out	
Development and Management of Campus Administrative Policies	3 - Formal PPM Review	3 of 7	05/18/2018	06/01/2018	Current		View

Copy   CSV   PDF   Print   Export all   First   Prev   1   Next   Last

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

[search box] 🔍   Help ❓ ▾   Maria Eynon ▾

## Development and Management of Campus Administrative Policies

Due: Jun 1, 2018

Path: / Manuals / Policy and Procedure Manual (PPM) / Introduction

Task 3 of 7: Formal PPM Review - Please review the policy and make any suggested edits or comments directly to the document online. No response by the deadline will be interpreted as your concurrence with the proposed manual section. Reviewers' comments and suggestions will be compiled, and I will work with the policy/process originator to resolve any issues. Once the comments are reconciled, I will prepare a final draft for approval by the originator, the department head and the appropriate vice chancellor or vice provost prior to publication. Contact Maria Eynon (meynon@ucdavis.edu) with any questions.

📄 Document   ☰ Tasks   💬 Notes   🕐 History   ⚠ New Note   ❓ Help   ✉ Email   ✏ Checkout   👍 Approve   👎 Reject

UC Davis Policy and Procedure Manual

Introduction
Development and Management of Campus Administrative Policies
Date: Draft 4/11/18 4/30/17
Supersedes: 1/30/17 12/13/10
Responsible Department: Offices of the Chancellor and Provost
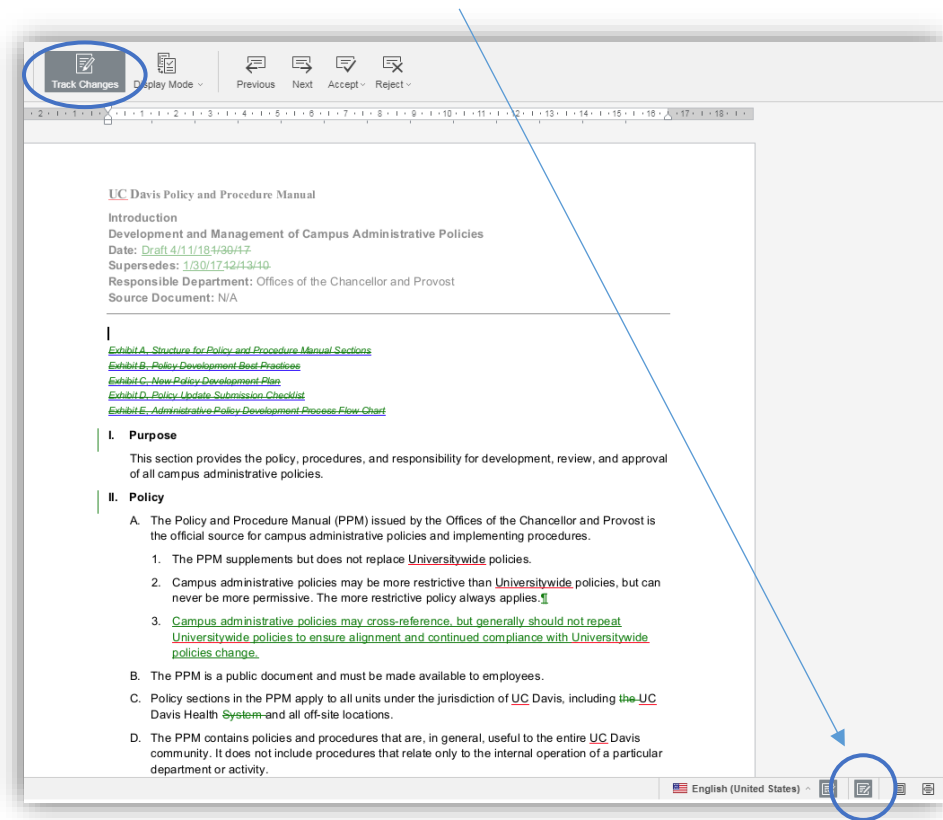**Source Document:** N/A

5. Select **Edit With the Policy Manger Editor** to open the document in the inline editor.
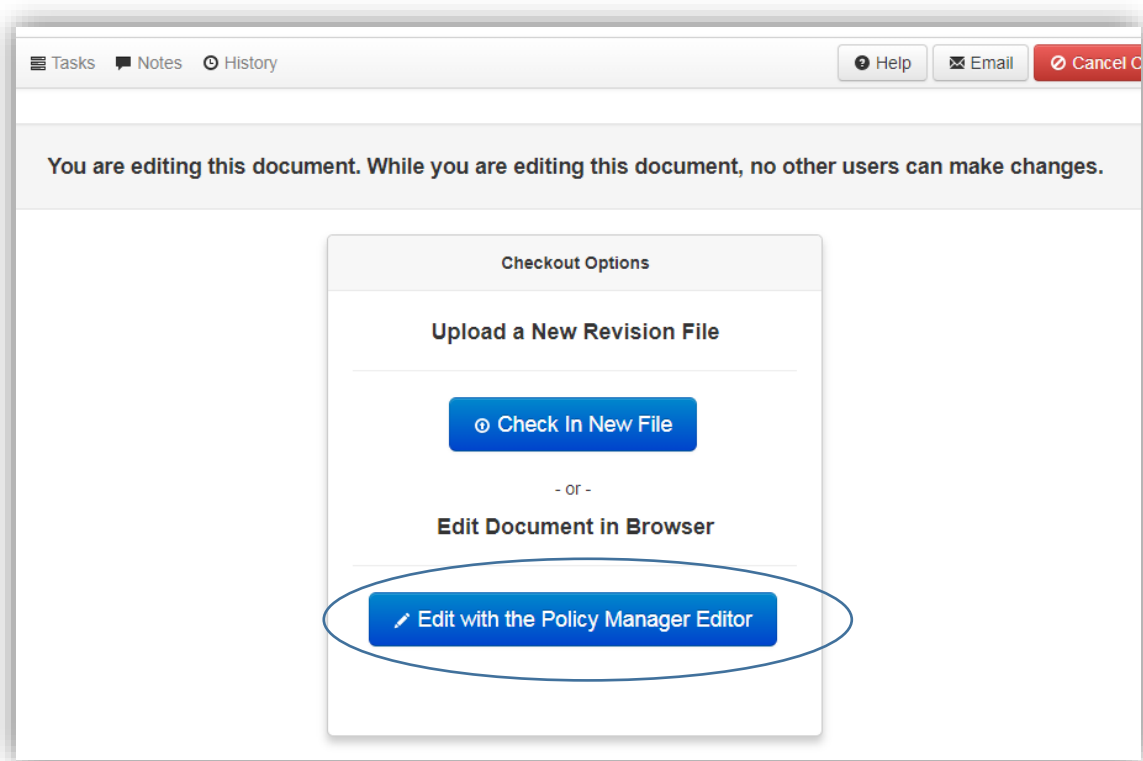
   a. Do not check in a new file without consulting with the Policy Office first.
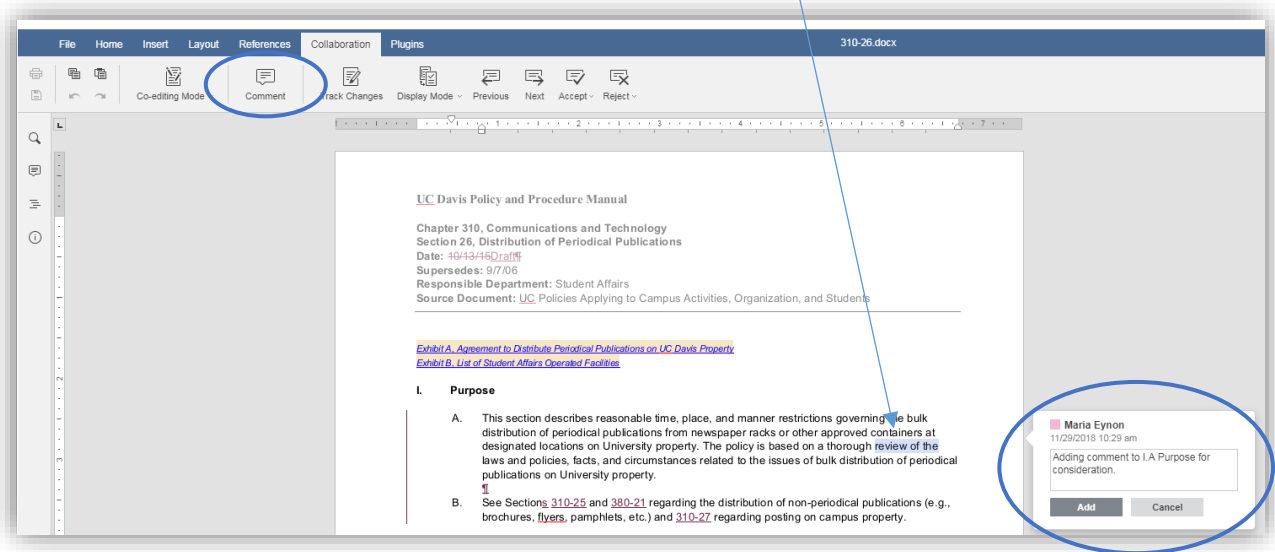6. Select the **Collaboration** tab.
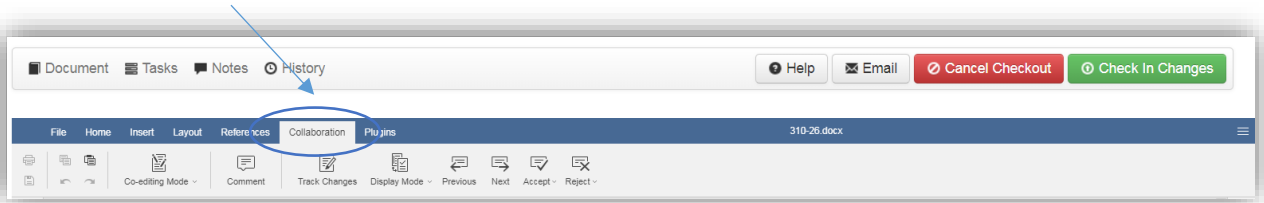
7. Check to make sure the **Track Changes** mode is enabled.

8. If it is not enabled, click either of the **Track Changes** buttons. The track changes button at the top of the document can be accessed in the **Collaboration** tab.

9. Enter your changes directly in the document in the system.
   a. Comments can be added to the document by highlighting text, selecting **Comment** from the **Collaboration** tab, adding text to the comment box, then selecting **Add**.

      Note: To view or respond to other comments when the draft is check out, click on highlighted text.

   b. Note that updates to numbering in the document will not appear while you are editing the document.
   c. To view the document without the tracked changes showing, select the **Collaboration** tab, **Display Mode**, **Final All changes accepted (Preview)**.
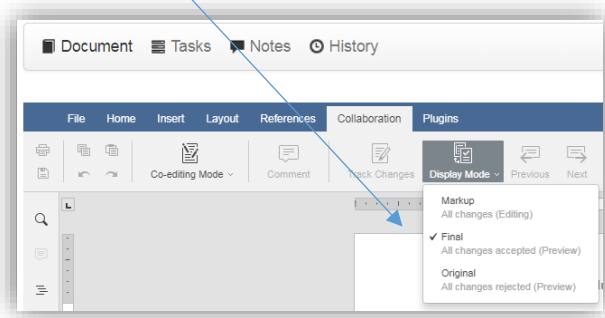
      Note: Additional changes can't be made in this view.

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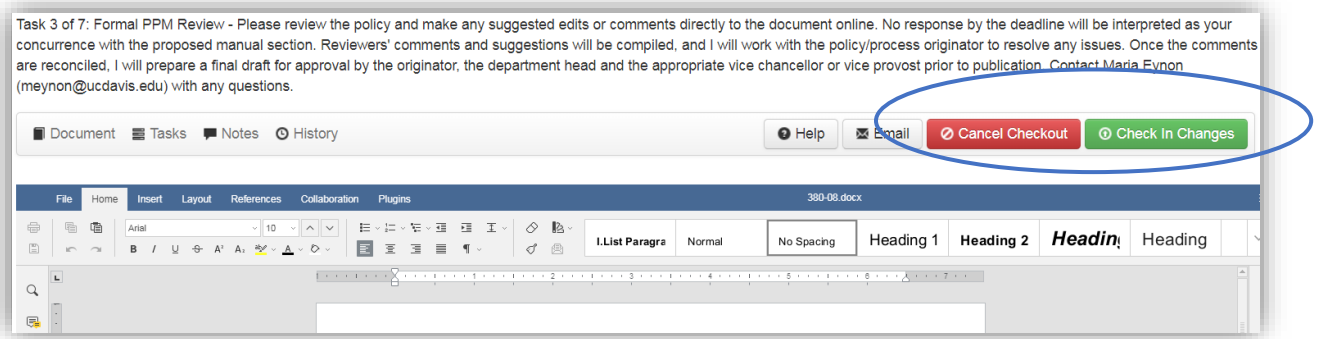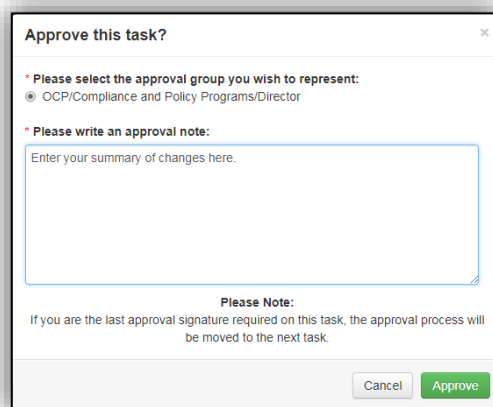

11. If you need to close the document without saving changes, select **Cancel Checkout**.
12. When you are ready to submit the policy into the review process, click **Approve**.
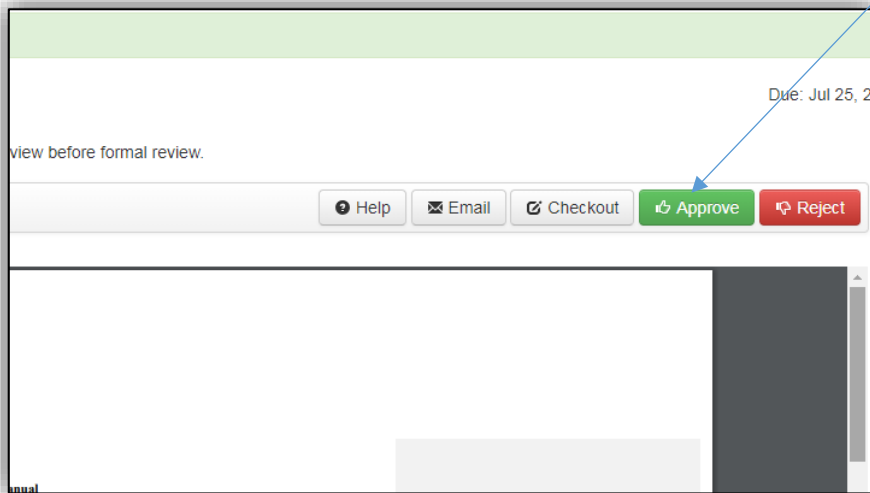
13. Enter a summary of your changes in the text box and select **Approve**.

14. To print or share a revision of the document, navigate below the document **Notes**, select **Revision Added** to download the document with all the comments and changes tracked included.