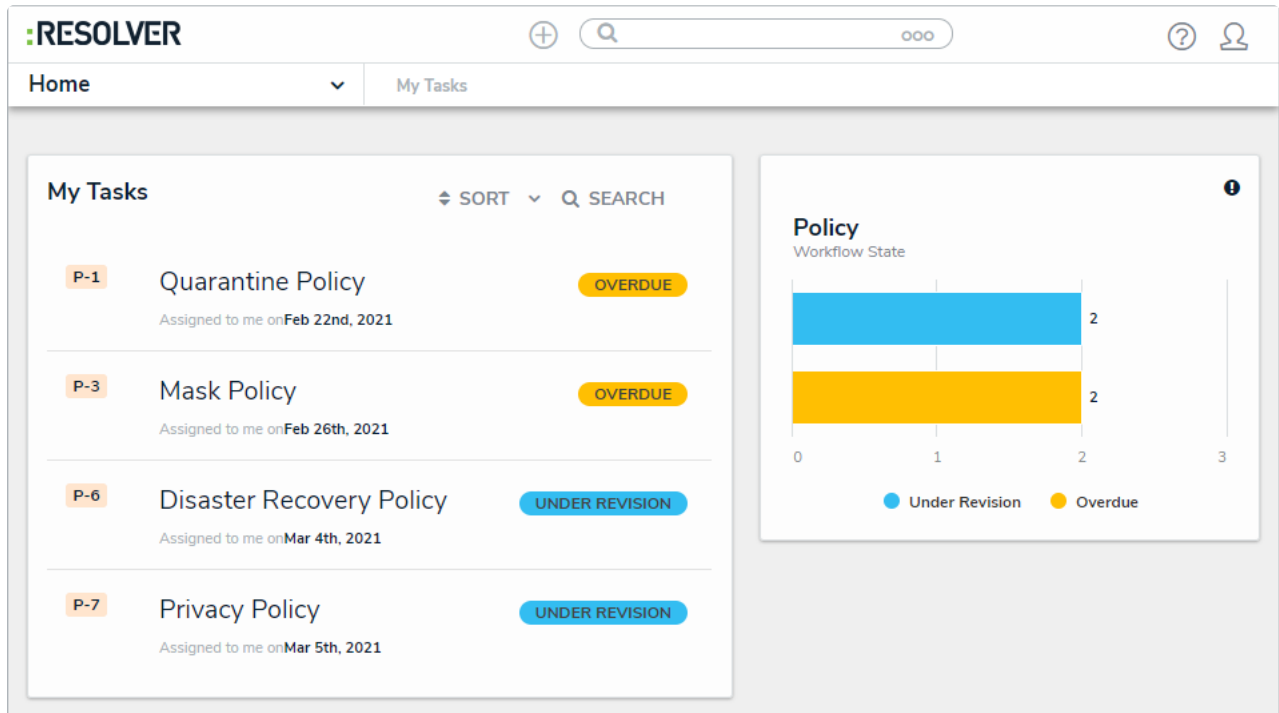


Update Policies

Last Modified on 03/05/2021 5:52 pm EST

Once a policy has been moved to the **Under Revision** or **Overdue** workflow state, the policy owner must then ensure that it has been properly documented and is up to date. Once the policy has been updated, it is then sent to the assigned policy reviewer for review. All policies that require action from the policy owner appear on the [My Tasks](#) page.



Policies assigned to the Policy Owner on the My Tasks page.

To update policies:

1. Log into a user account that's been added to the **Policy Owner** user group to display the **My Tasks** page.
2. Click a policy in the **Under Revision** or **Overdue** workflow state to open the **Policy Overview** form.

The screenshot shows the Resolver application interface. At the top, there's a navigation bar with the Resolver logo, a search bar, and user icons. Below this is a sidebar with 'Applications' and a dropdown arrow. The main content area is titled 'Privacy Policy' and has a status 'Under Revision' in a blue header. A 'P-7' label is in the top right. Below the title, there's a text area for updates and a 'PRINT / EXPORT' button. The 'Policy Details' section contains three fields: 'Policy Name' (with 'Privacy Policy' entered), 'Description' (with a sample text about employee obligations), and 'Business Unit' (with 'Corporate' selected). The 'Version' field has '1' entered.

The Policy Overview form.

3. **Optional:** In the **Policy Details** section:

- a. Edit the name and description of the policy in the **Policy Name** and **Description** fields as required.
- b. Enter the current version of this policy in the **Version** field.

4. In the **Policy Narrative** section:

- a. **Optional:** Drag files to the **Supporting Attachments** section to add them to the policy. You can also click in the boxes below **Supporting Attachments** to browse for files on your machine, or to enter a URL link.
- b. If you do not attach any supporting documentation to the policy, document the body of the policy in the **Policy Narrative** field.

Policy Narrative

Supporting Attachments

 Privacy Policy 2020.docx





Drag files here or click to select...

or

Click to add a web link to a file...

Policy Narrative

Normal           

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur

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The Policy Narrative section.

5. In the **Review Comments** section, enter any comments you have about the policy in the **Policy Owner Comments** section.

Review Comments

Policy Owner Comments

Normal B I U S Ix [bulleted list icon] [numbered list icon] [link icon]

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Policy Reviewer Comments

The Review Comments section.

6. Click **Submit for Review** to submit this policy to its assigned policy review for review.