Review Policy

%fineprint{Requires the Reviewer role}%

This feature allows the administrator a way to track who has reviewed critical policy changes and who has not.

The process for the reviewer is straightforward:

1. Click the Review Policy icon on the Table of Contents form for a given policy
2. The policy opens in Microsoft Word
3. Review the policy
4. When finished, close Microsoft Word
5. The program displays a form prompting the user to enter whether they completed reviewing the policy
6. Choose "YES" if the policy was reviewed or "NO" if it was not
7. Click OK

When the user chooses YES, a record is created to let the Administrator(s) know that the user has reviewed the policy.

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