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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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