PolicyTech® 10.6 Quick Reference — Approver (revisions via WordModulePlus)



Access a Document

You can access the document in two ways:

- In your email application, open the Approval required message and click the link. You received this email because you were assigned as an approver.
- In PolicyTech, click My Tasks and find the document under Approve. You have this task because you were assigned as an approver.

If the document is currently checked out, you can select **Notify me by email when the document is no longer checked out**. Or, click **OK** to view the document in read-only mode.

If other approvers have already looked at the document and made revisions, you will see each approver's changes in different color text. Place your cursor over a change to see who made it and when.

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Approve a Document

You can choose one of several responses:

- Accept. Accept the document as accurate and complete, thus indicating the document is ready for publication to readers.
- Discuss. To possibly avoid restarting the review and approval process, first consider starting a discussion to resolve issues.
- Revise. Give some suggestions on content or writing style. Track Changes is on, so all edits are tracked.

Upon completing your revision, click **Done Revising**, and then explain your revisions.

Decline. When you decline a document, provide a reason.









Accept Revise	-
Status: In Approval - ،	Decline