PolicyTech® 9.5.1 Quick Reference — Reviewer



Access a Document

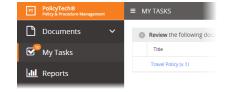
You can access the document in two ways:

- In your email application, open the Review
 Required message and click the link. You received this email because you were assigned as a reviewer.
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eview required: "Travel P	olicy"
Tom Hansen submitted "Trav	
Click the document title abov	e to accept, decline, or make revisions to the document.
Notes:	



Warning	×
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Susan Howard, 12-Feb-14 1:22:00 PM inserted: changes other modificationchanges) purposes. As soon as the lization copies are placed in draft phase, cation that the copies are ready to be

Review a Document

You can choose one of several responses:

- 1. Accept. Accept the document as accurate and complete, thus indicating the document is ready to move to approval.
- 2. 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, optionally, add a comment.

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



