

Quick Reference – Approver

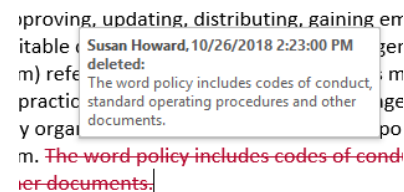
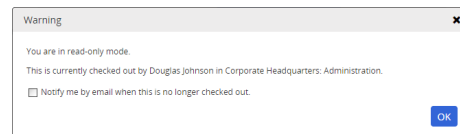
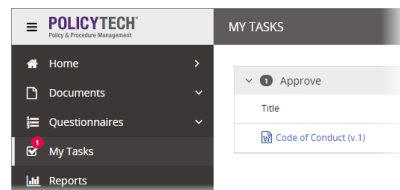
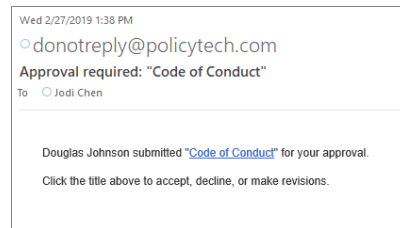
Access a Document

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.



Approve a Document

You can choose one of several responses:

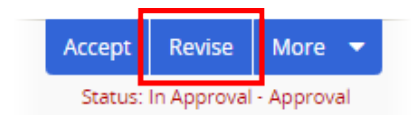
- **Accept**. Accept the document as accurate and complete, thus indicating the document is ready for publication to readers.



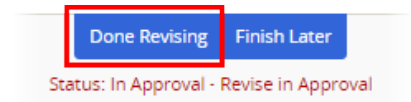
- **Discuss**. To possibly avoid restarting the review and approval process, first consider starting a discussion to resolve issues.



- **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.

