

Update Policies

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Once a policy has been moved to the **Under Revision** or **Overdue** workflow state, the policy owner must then ensure that it has been properly documented and is up to date. Once the policy has been updated, it is then sent to the assigned policy reviewer for review. All policies that require action from the policy owner appear on the [My Tasks](#) page.

The screenshot shows the Resolver interface. At the top, there is a navigation bar with the Resolver logo, a search bar, and user profile icons. Below the navigation bar, there are two tabs: 'Home' and 'My Tasks'. The 'My Tasks' tab is active, displaying a list of policies. Each policy entry includes a policy ID (P-1, P-3, P-6, P-7), the policy name, the date it was assigned, and a status label (OVERDUE or UNDER REVISION). To the right of the list is a 'Policy Workflow State' bar chart showing the count of policies in each state: 2 Under Revision (blue) and 2 Overdue (yellow).

Policy ID	Policy Name	Assigned Date	Workflow State
P-1	Quarantine Policy	Feb 22nd, 2021	OVERDUE
P-3	Mask Policy	Feb 26th, 2021	OVERDUE
P-6	Disaster Recovery Policy	Mar 4th, 2021	UNDER REVISION
P-7	Privacy Policy	Mar 5th, 2021	UNDER REVISION

Policy Workflow State

Workflow State	Count
Under Revision	2
Overdue	2

Policies assigned to the Policy Owner on the My Tasks page.

To update policies:

1. Log into a user account that's been added to the **Policy Owner** user group to display the **My Tasks** page.
2. Click a policy in the **Under Revision** or **Overdue** workflow state to open the **Policy Overview** form.

The screenshot shows the Resolver web interface. At the top left is the Resolver logo and 'A KROLL BUSINESS' tagline. The main header area includes a search bar and user profile icons. Below this is a navigation bar with 'Applications' and a dropdown arrow. The main content area has a blue header bar indicating 'Policy Status: Under Revision'. The title 'Privacy Policy' is displayed in large font, with a 'P-7' badge and a menu icon to its right. Below the title is a text area for updates, with a 'PRINT / EXPORT' button to the right. The 'Policy Details' section contains three main fields: 'Policy Name' (with 'Privacy Policy' entered), 'Description' (with 'The policies and procedures that all employees are legally obligated to follow in order to protect customers' personal information.' entered), and 'Business Unit' (with 'Corporate' selected). A 'Version' field contains the number '1'.

The Policy Overview form.

3. **Optional:** In the **Policy Details** section:
 - a. Edit the name and description of the policy in the **Policy Name** and **Description** fields as required.
 - b. Enter the current version of this policy in the **Version** field.

4. In the **Policy Narrative** section:
 - a. **Optional:** Drag files to the **Supporting Attachments** section to add them to the policy. You can also click in the boxes below **Supporting Attachments** to browse for files on your machine, or to enter a URL link.
 - b. If you do not attach any supporting documentation to the policy, document the body of the policy in the **Policy Narrative** field.

