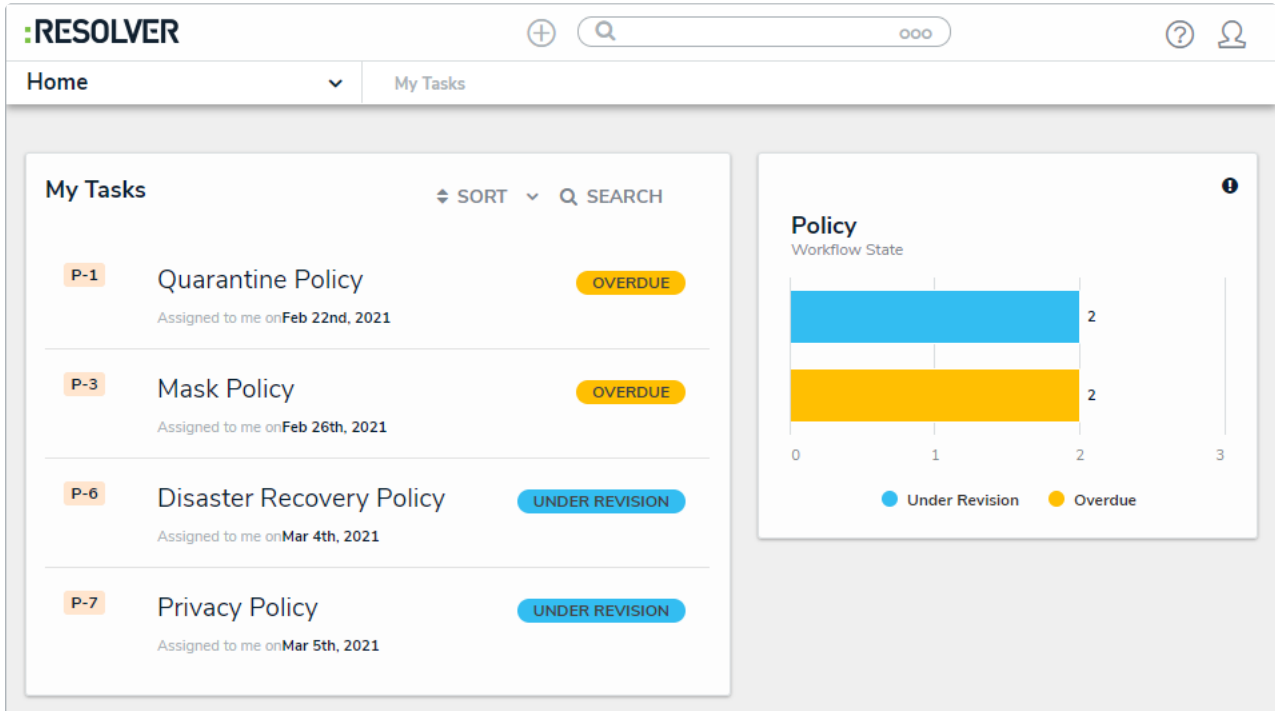


# Update Policies

Last Modified on 04/05/2023 5:14 pm EDT

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. All policies that require Policy Owner action appear on the [My Tasks](#) page.



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

## To update policies:

1. Log into a user account from 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 contains the Resolver logo, a search bar, and user icons. Below the header is a navigation bar with 'Applications' and a dropdown arrow. The main content area has a blue header bar with '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 paragraph of instructions: 'Provide updates to this policy in the "Policy Narrative" section below. If applicable, add commentary to your updates in the "Policy Owner Comments" field.' To the right of this text is a 'PRINT / EXPORT' button. The 'Policy Details' section contains three fields: 'Policy Name' with the value 'Privacy Policy', 'Description' with the text 'The policies and procedures that all employees are legally obligated to follow in order to protect customers' personal information.', and 'Business Unit' with a dropdown menu showing 'Corporate'. To the right of these fields is a 'Version' field with the value '1'.

*The Policy Overview form.*

3. **Optional:** In the **Policy Details** section:
  - a. Complete 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 your local files, or to enter a URL link.
  - b. If you do not attach any supporting documentation, paste the policy's body text in the **Policy Narrative** field.

