

Update Policies

Last Modified on 04/28/2022 4:33 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.

The screenshot shows the RESOLVER application 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 tabs for 'Home' and 'My Tasks'. The 'My Tasks' tab is active, displaying a list of four policies:

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

To the right of the list is a 'Policy Workflow State' chart. The chart shows two bars: a blue bar for 'Under Revision' and a yellow bar for 'Overdue'. Both bars have a value of 2 on the x-axis, which ranges from 0 to 3. A legend at the bottom of the chart identifies the colors: blue for 'Under Revision' and yellow for 'Overdue'.

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.

RESOLVER [Search] [Help] [User]

Applications [Dropdown]

Policy Status: Under Revision

Privacy Policy P-7

Provide updates to this policy in the "Policy Narrative" section below. If applicable, add commentary to your updates in the "Policy Owner Comments" field. PRINT / EXPORT

Policy Details

Policy Name

Description

Business Unit

Version

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.

Policy Narrative

Supporting Attachments

[Privacy Policy 2020.docx](#) ✎ ×

Drag files here or click to select...

or

Click to add a web link to a file...

Policy Narrative

Normal ▾ **B** *I* U ~~ABC~~ ~~ABC~~ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰

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The Policy Narrative section.

- In the Review Comments section, enter any comments about the policy in the Policy Owner Comments section.

Review Comments

Policy Owner Comments

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Policy Reviewer Comments

The Review Comments section.

- Click Submit for Review.