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 three responses:

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

2. **Revise.** Give some suggestions on content or writing style. Track Changes is on, so all edits are tracked. To add marginal comments, click Word, Review, and New Comment.

   - Upon completing your revision, click **Done Revising**, and then explain your revisions.

   - If you want to continue revisions later, click **Finish Later**. Your assigned approval task stays active with email reminders.

3. **Decline.** When you decline a document, you need to give a reason.