

Policy Commenting

When reviewing a policy, prior to marking approval, you may want to discuss the policy with others.

At the bottom of every pending policy is the commenting area. Users involved in the workflow can add comments, discuss possible changes, and otherwise collaborate on the policy review.

To add a comment, place your cursor in the comment box and type your message. You can direct a comment at a specific user by using an @ mention. First, type the @ symbol. Begin typing the user's name, highlight them in the list, and hit the tab key on your keyboard.

The individuals listed below the comment area will receive a notification of the new comment and can follow a link to come to this pending policy and respond.

Before you can post your comment, you may be required to click a checkbox acknowledging that you understand that comments are part of the historic document and cannot be removed.

After confirming you understand, click the Add Comment button.

When your comment is added, you have a brief window of time when you can make edits to the text. This will update the comment in the policy history, but email notifications will retain the original text.