

Review Implementation Holds

If clarification is needed on uploaded documents, the Imports on Hold report will appear on the Home tab.

Click the header to view the full report.

If necessary, double-click one or more Areas to add them to the filter, then click the search holds button.

The report will display the most recent comment. This will typically explain what action or information is needed.

Click a policy title to open it.

Click the View File link in the top blue bar to open the original file if necessary, depending on the reason for this hold. This may require downloading and saving the file based on your local browser settings.

Use the fields below to correct the properties or switch to the content tab to clarify the policy content.

Provide a comment with the rationale behind your changes and/or the requested information in the comment box.

With the required adjustments in place, click the Return to PolicyStat queue button. The document will now continue the conversion process.