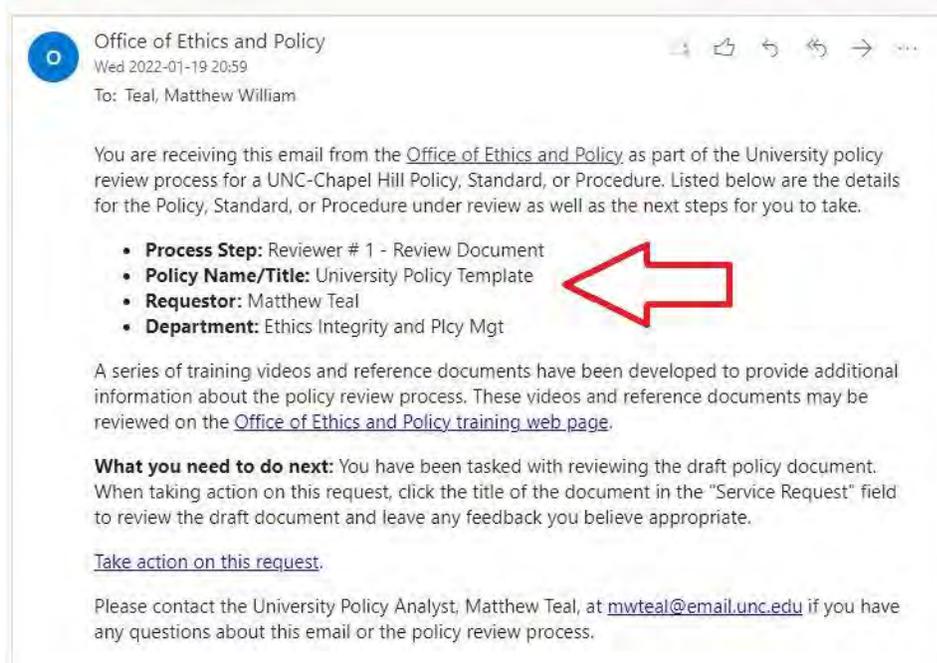# Document Reviewers - How to Review a Draft Policy Document

Here are the steps you need to take if you receive an email asking you to help review and provide feedback on a draft policy document:

1. Read the email to see the title of the draft document and the name of the Requestor who is asking for your help.

2. Click the "Take action on this request" link at the bottom of the email.

Document Reviewers - How to Review a Draft Policy Document

3. Your web browser will open and take you to the policy website page to review the draft document.

Current Workflow Step

Service Request Details

Service Request
18310458: University Policy Template

Description
This document is intended to assist individuals with brainstorming, developing, and finalizing policy documents through the official University policy process.

Choice Step Details

Step
Reviewer # 2 - Review Document

Assigned To
Matthew Teal

Description
You have been tasked with reviewing the draft policy document. When taking action on this request, click the title of the document in the "Service Request" field to review the draft document and leave any feedback you believe appropriate.

✔ **Review Complete**

➡ **Re-send Notification**

Requestor

MT Matthew Teal
     mwteal@email.unc.edu

4. To view the draft document, click the title of the document under "Service Request" on the left side of the page.

Current Workflow Step

Service Request Details

Service Request
18310458: University Policy Template

Description
This document is intended to assist individuals with brainstorming, developing, and finalizing policy documents through the official University policy process.

Choice Step Details

Step
Reviewer # 2 - Review Document

Assigned To
Matthew Teal

Description
You have been tasked with reviewing the draft policy document. When taking action on this request, click the title of the document in the "Service Request" field to review the draft document and leave any feedback you believe appropriate.

✔ **Review Complete**

➡ **Re-send Notification**

Requestor

MT Matthew Teal
     mwteal@email.unc.edu

5. On the next page, click the draft document in the "Attachments" section on the right side of the page. This will download the draft document to your computer.
   a. There may also be attachments that accompany the document as well. Be sure to review all documents.

6. Once you have reviewed the draft, you can add any comments you feel are appropriate by clicking the "Comment" button.

7. Type your comment in the box that appears and click the "Save" button.

8. Hit the "Back" button on your browser until you are back to the screen from Steps 3 and 4, above.

9. Click the green "Review Complete" button to let the Requestor know that you have completed your review.

Current Workflow Step

Service Request Details

Service Request
18310428. TEST - Parking Ordinance

Description
This document will help people park good.

Choice Step Details

Step
Reviewer # 2 - Review Document

Assigned To
Matthew Teal

Description
You have been tasked with reviewing the draft policy document. When taking action on this request, click the title of the document in the "Service Request" field to review the draft document and leave any feedback you believe appropriate.

✔ Review Complete

➔ Re-send Notification

Requestor

MT Matthew Teal
    mwteal@email.unc.edu

10. You are done! You can now sign out of the policy website.
11. Please contact the University Policy Analyst, Matthew Teal, if you have any trouble with this process or have any questions.
    a. Email: mwteal@email.unc.edu