



# Roles within PolicyTech

Document Role	Description of Role within PolicyTech	Additional Information
OWNER	<ul style="list-style-type: none"> <li>Write the document content or assign another user to write it</li> <li>Manage the document through the review and approval process, making revisions as necessary</li> </ul> <p>An OWNER can also do the following:</p> <ul style="list-style-type: none"> <li>Submit the document directly to approval if no required reviewers are assigned</li> <li>Set the document as approved if assigned the approves own document role</li> <li>Modify the assigned readers of published documents</li> <li>Archive the document</li> </ul>	Responsible for policy implementation
	<p>etc.)</p> <p>s properties (assignments, roles, permissions,</p>	
	<ul style="list-style-type: none"> <li>Review documents (can have more than one reviewer for a specific document)</li> <li>A REVIEWER can accept an assigned document as is, revise it , or decline it</li> <li>Those assigned the REVIEWER role are typically subject matter experts and managers</li> </ul>	A user must have been assigned the REVIEWER role before you can assign that user to review a document
	<ul style="list-style-type: none"> <li>Approve documents (at least one approver must be assigned to a each document)</li> <li>An APPROVER can accept an assigned document as is, revise it , or decline it</li> <li>Those assigned the APPROVER role are typically those in roles with top-level approving authority—they give approval to publish the final draft of a document</li> </ul>	
	<ul style="list-style-type: none"> <li>A READER can see all published documents whose security is set to All Users</li> </ul>	Recommended to select READERS by department or job title