How to submit a policy for approval

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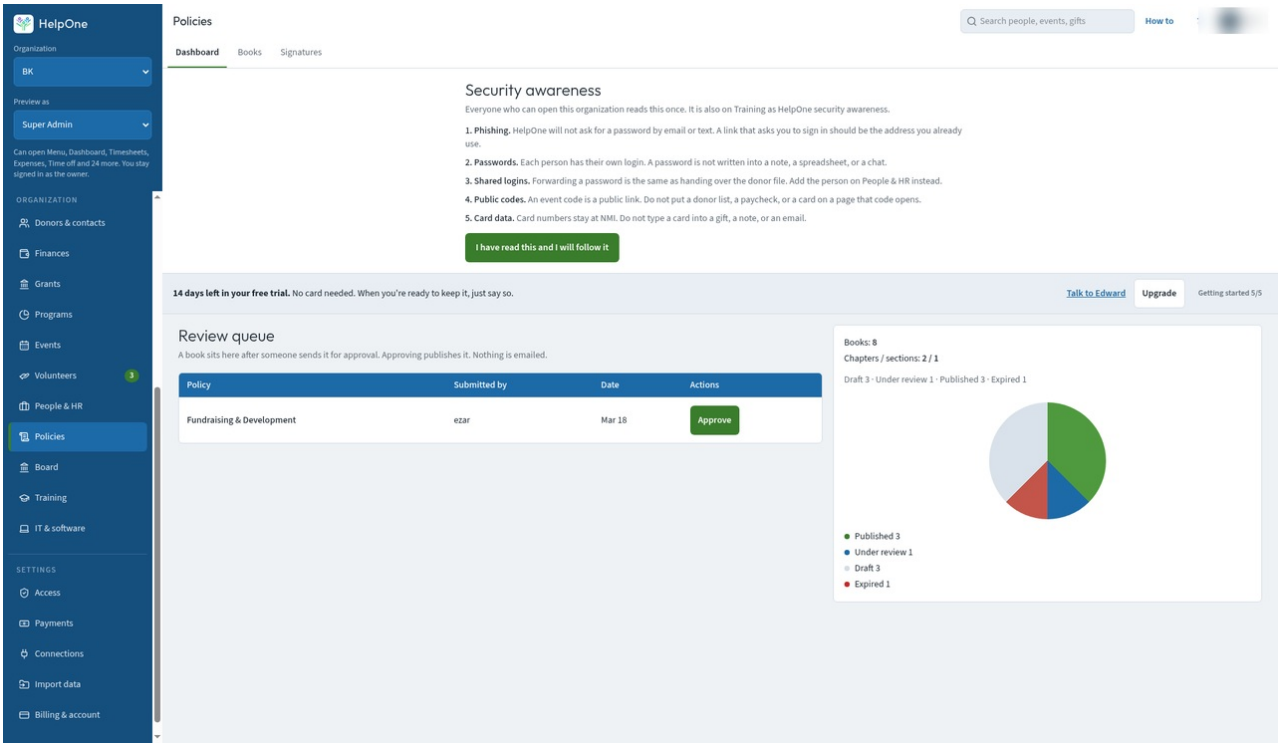
Send a book for approval

1. Go to Policies > Books.
2. Open the book and send it for approval.

The book then shows Under review and appears in the Review queue.

Approve a book

1. Go to Policies > Dashboard.
2. In the Review queue, find the policy. You'll see who submitted it and when.
3. Click Approve.



Approving publishes the book. Nothing is emailed, so let your team know.