# Roles within PolicyTech

<table>
<thead>
<tr>
<th>Document Role</th>
<th>Description of Role within PolicyTech</th>
<th>Additional Information</th>
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| OWNER         | - Create the document (use of TCU Policy Template)  
               - Assign Writers, Reviewers, Approvers, and Readers  
               - Write the document content or assign another user to write it  
               - Manage the document through the review and approval process, making revisions as necessary  
               An OWNER can also do the following:  
               - Submit the document directly to approval if no required reviewers are assigned  
               - Set the document as approved if assigned the “approves own document” role  
               - Modify the assigned readers of published documents  
               - Archive the document | Responsible for policy implementation and training |
| WRITER        | - Write or collaborate in writing a document (can invite one or more writers to collaborate on a document)  
               - A WRITER can edit an assigned document for as long as it is in the Draft status  
               - A WRITER cannot access or change any of the document’s properties (assignments, roles, permissions, etc.) |  |
| REVIEWER      | - Review documents (can have more than one reviewer for a specific document)  
               - A REVIEWER can accept an assigned document as is, revise it, or decline it  
               - Those assigned the REVIEWER role are typically subject matter experts and managers | A user must have been assigned the REVIEWER role before you can assign that user to review a document |
| APPROVER      | - Approve documents (at least one approver must be assigned to each document)  
               - An APPROVER can accept an assigned document as is, revise it, or decline it  
               - 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 |  |
| READER        | - A READER can see all published documents whose security is set to All Users | Recommended to select READERS by department or job title |