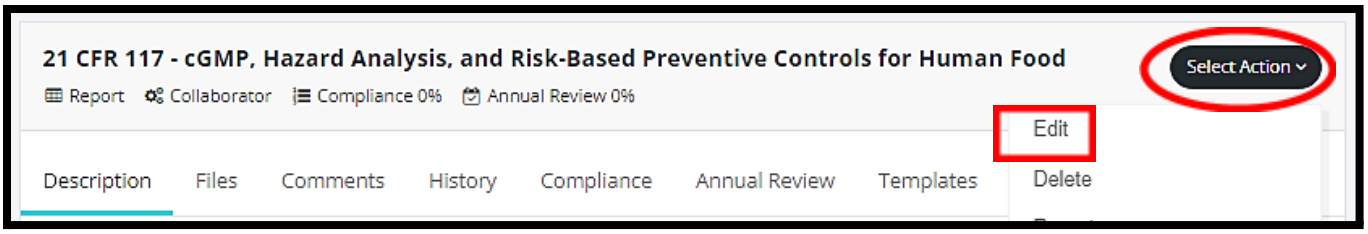
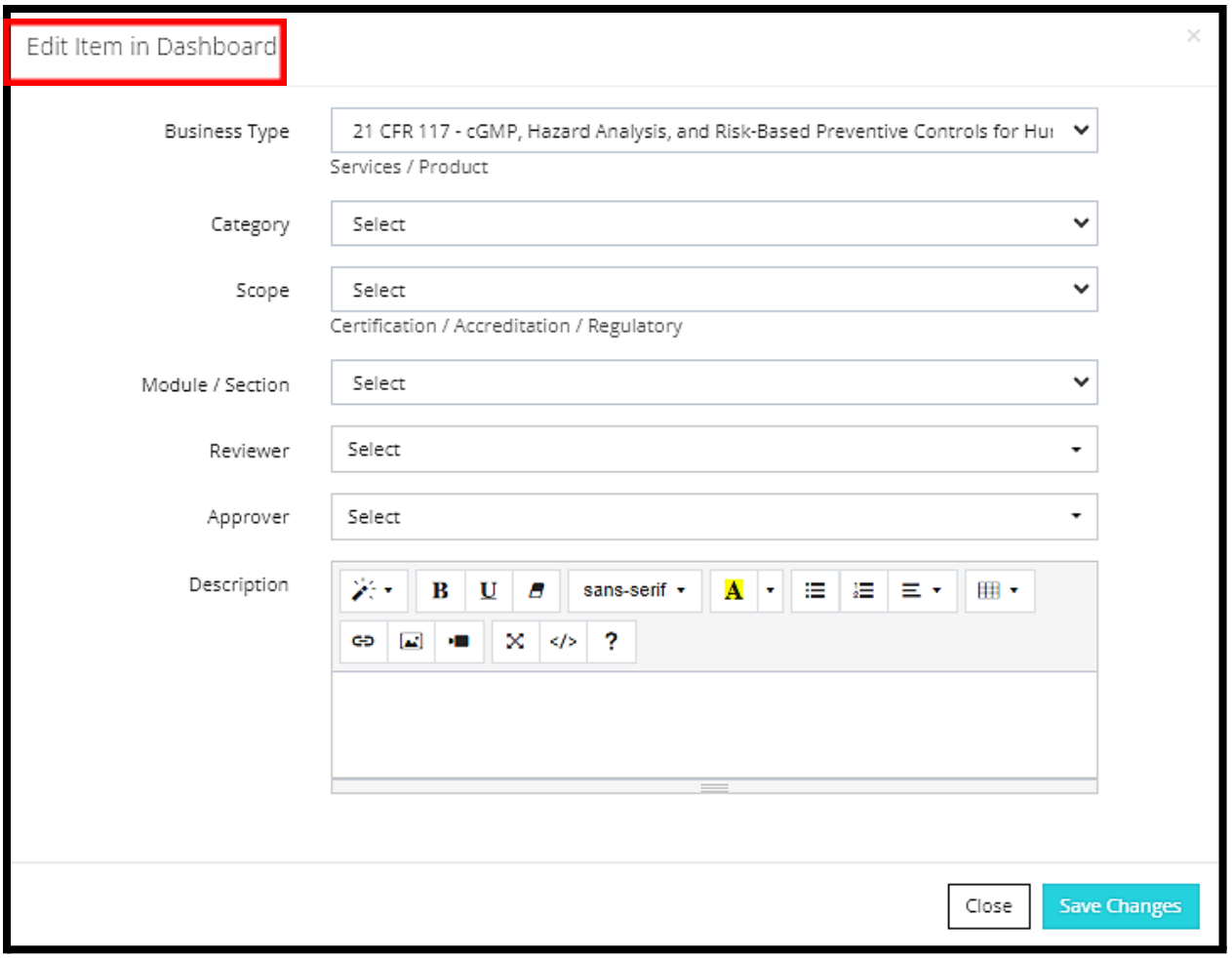
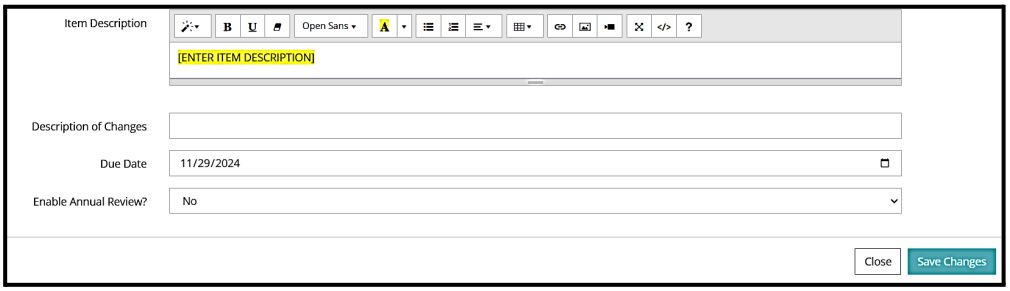
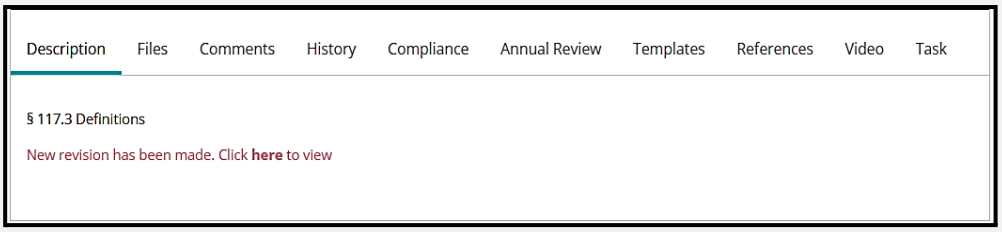
COMPLIANCE DASHBOARD

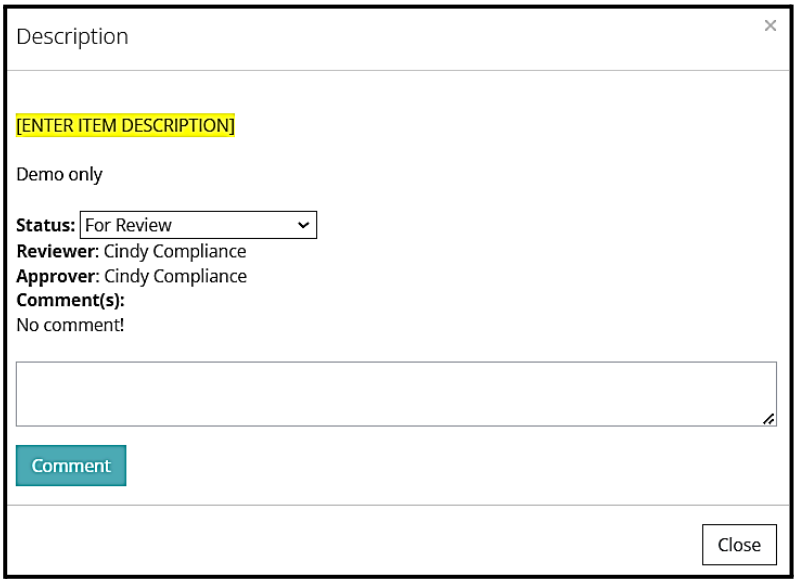
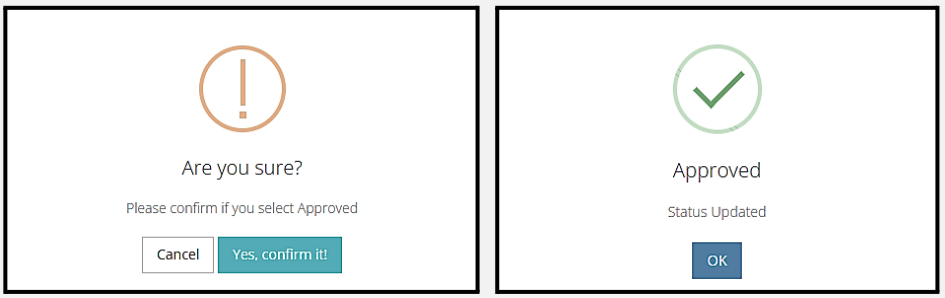
HOME > Select Action > Edit



Edit Item in Dashboard – Fill out details:



Business Type	Edit or change the Enterprise Services or Products offered.
Category	Edit or change the Enterprise Services or Products category.
Scope	Edit or change the scope of your Enterprise's Certification/Accreditation/Regulatory requirement.
Module / Section	Edit or change the specific Module or Section of the requirement.
Reviewer	Change the designated document/process reviewer.
Approver	Change the designated document/process approver.
Item Description	Edit or change the folder or item description. 
Description of Changes	Insert details of changes made in the item, folder or file.
Due Date	Input the desired due date or date completion of the task. You can also use the calendar icon to pick a date.
Enable Annual Review?	Choose Yes to automatically enable annual review table. Click No if not needed.
Save Changes	Click to save changes.
Revision	Any changes made will be subjected to review and approval. Click **here** to view the details. 

Description	**Status:** Choose from the options (For review, For revision, For approval or Approved)  **Reviewer:** Displays the name of the designated reviewer **Approver:** Displays the name of the designated approver **Comment(s):** Displays any comment/s made. Use the comment box for additional observations and instructions.
Approval	Change the status to **Approved** once the description passed the review and approval process.  Click **Yes** to confirm the approval. Click **OK** to view the updated description.