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Parent Policy: [Policy Development Framework](#)

UAPPOL Document Information Update Procedure

Office of Administrative Responsibility:	Vice-President (Finance and Administration)
Approver:	Vice-President (Finance and Administration)
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

When a document is loaded into UAPPOL it is given a search title and is associated with at least one of the following UAPPOL subject areas: External Relations, Financials, Governance, Human Resources, Operations and Services, Research, or Student Teaching and Learning Support. It can, as appropriate, be associated with more than one subject area. Further, to enhance user accessibility to information, a document can also be associated with one or multiple UAPPOL key words or phrases. Search title, subject area and key word associations are automatically captured on a document content information panel. All can be updated if need be. Access to the content information panel is limited to the UAPPOL system administrator and content managers.

Purpose

To state the procedure for updating a document's search title and its associated links to UAPPOL subject areas and keywords.

To ensure these updates are done in a consistent manner that preserves system integrity and supports governance audit related activities.

PROCEDURE

Normally the respective Office of Administrative Responsibility drives updates to a document's search title, subject area and key words. To initiate an update, submit a UAPPOL Document Information Update or Friendly Edit Request to the appropriate content manager. Content managers are to discuss new key words requested with the UAPPOL system administrator.

The content manager will process the desired change through updating the document's content information panel. IMPORTANT: Changes in workflow, final approver, offices of accountability or administrative responsibility, or approval date are not to be processed through this procedure. Contact the UAPPOL system administrator directly to discuss any such need.

DEFINITIONS

There are no definitions for this Procedure. **[▲Top]**

FORMS

Should a link fail, please contact uappol@ualberta.ca. **[▲Top]**

Contact the Office of Administrative Responsibility to request updates.

RELATED LINKS

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UAPPOL Governance (University of Alberta)