Navex Global will update PolicyTech on Tuesday, November 13, 2018

**Redesigned User Finder**

This update applies to users with Document Owner privileges in the Cooper Policy Network (CPN). When setting up a document in the Properties Wizard, selecting users will be a cleaner and simpler experience.

BEFORE UPDATE:



AFTER UPDATE:

**Changes**:

* Entity Selection: You will choose the type of entity you want to select from by clicking the **Select From** menu and then selecting from the list.



* Search Multiple Sites: You can make multiple site selections and search all those sites at once. Cooper mainly utilizes the CUHC site for policies and procedures.



* Search for Departments, Groups, or Job Titles: Previously, searching applied only to individual users. You can now search for other entities as well.
* User Selection Count: The total number of individual users selected is now displayed.



* Rearrange Users in Levels: When using levels, you can now drag user names from one level to another.



* Other Changes:
	+ If a level is empty, you can now click **X** to remove the level immediately (instead of waiting for the page to reload).
	+ Job title groups are now included within the Groups option instead of being separately listed.
	+ The ability to delete a selected entity by double-clicking it is no longer supported.

**Questions? Contact Policy Administrator at** **cooperpolicynetwork@cooperhealth.edu**