

## Acknowledgments Topics

TOPIC	QUICK OVERVIEW	KNOWLEDGE BASE ARTICLE
Assigning Acknowledgments	<ul style="list-style-type: none"> <li>From the Home tab, click <b>Assign Acknowledgments</b></li> <li>Select user(s) or user groups</li> <li>Locate policies to assign</li> </ul>	<a href="https://support.policystat.com/hc/en-us/articles/204353209">https://support.policystat.com/hc/en-us/articles/204353209</a>
	<ul style="list-style-type: none"> <li>Assign users using the Recurring Acknowledgments area at the bottom of a policy (requires Ownership permissions)</li> </ul>	
Recurring Acknowledgments	By default, users need to re-acknowledge an assigned policy every time a new version of the policy are published. To assign only the current version, check the box next to <b>Only assign this policy version</b>	
Viewing Incomplete Acknowledgments	<ul style="list-style-type: none"> <li>From the Home tab, click <b>View Acknowledgments</b></li> <li>Choose from the following options:               <ol style="list-style-type: none"> <li>To view all incomplete acknowledgments, click the Show Incomplete Acknowledgments button</li> <li>To filter by Policy Area(s), double click the Policy Area name to move it from <b>Available</b> to <b>Selected</b> and click the <b>Show Incomplete Acknowledgments</b> button</li> <li>To view all acknowledgments, both completed and incomplete, click the link at the bottom of the page titled <b>incomplete and complete acknowledgments</b> Follow steps A or B as needed</li> </ol> </li> </ul>	<p><b>View Existing Acknowledgments</b>  <a href="https://support.policystat.com/hc/en-us/articles/207388176">https://support.policystat.com/hc/en-us/articles/207388176</a></p> <p><b>Incomplete Acknowledgment Notifications</b>  <a href="https://support.policystat.com/hc/en-us/articles/205071799">https://support.policystat.com/hc/en-us/articles/205071799</a></p>
Unassigning Acknowledgment	<ul style="list-style-type: none"> <li>To unassign users one by one, click the <b>Unassign</b> button at the end of their user profile</li> <li>Select multiple users by checking the box before their names, then click <b>Unassign Checked Acknowledgments</b></li> </ul>	<a href="https://support.policystat.com/hc/en-us/articles/115000091324">https://support.policystat.com/hc/en-us/articles/115000091324</a>
Create User Groups	<ul style="list-style-type: none"> <li>From the Home tab, click <b>User Groups</b></li> <li>Click <b>Create User Groups</b> (top right of screen)</li> <li>Enter a Group Name and add users</li> <li>Click <b>Create User Group</b></li> </ul>	<a href="https://support.policystat.com/hc/en-us/articles/204353069">https://support.policystat.com/hc/en-us/articles/204353069</a>
Edit User Groups	<ul style="list-style-type: none"> <li>From the Home tab, click <b>User Groups</b></li> <li>Locate the group, then click <b>Edit</b></li> <li><b>Add or remove users as needed</b></li> </ul>	

For additional help, visit [support.policystat.com](https://support.policystat.com) or contact [support@policystat.com](mailto:support@policystat.com) To participate in upcoming Education session, visit <https://support.policystat.com/hc/en-us/articles/360007378254>