## Acknowledgments Topics

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>QUICK OVERVIEW</th>
</tr>
</thead>
</table>
| Assigning Acknowledgments   | - From the Home tab, click **Assign Acknowledgments**  
- Select user(s) or user groups  
- Locate policies to assign                                                                                                                |
| 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 **Only assign this policy version** |
| Viewing Incomplete Acknowledgments | - From the Home tab, click **View Acknowledgments**  
- Choose from the following options:  
  a. To view all incomplete acknowledgments, click the Show Incomplete Acknowledgments button  
  b. To filter by Policy Area(s), double click the Policy Area name to move it from **Available** to **Selected** and click the **Show Incomplete Acknowledgments** button  
  c. To view all acknowledgments, both completed and incomplete, click the link at the bottom of the page titled **incomplete and complete acknowledgments**  
  Follow steps A or B as needed                                                                                                               |
| Unassigning Acknowledgment  | - To unassign users one by one, click the **Unassign** button at the end of their user profile  
- Select multiple users by checking the box before their names, then click **Unassign Checked Acknowledgments** |
| Create/Edit User Groups      | - From the Home tab, click **User Groups**  
- Click **Create User Groups** (top right of screen)  
- Enter a Group Name and add users  
- Click **Create User Group**                                                                                                                     |
| Edit User Groups             | - From the Home tab, click **User Groups**  
- Locate the group, then click **Edit**  
- **Add or remove users as needed**                                                                                                              |

For additional help, visit [support.policystat.com](http://support.policystat.com) or contact [support@policystat.com](mailto:support@policystat.com)