<table>
<thead>
<tr>
<th>TOPIC</th>
<th>QUICK OVERVIEW</th>
<th>SUPPORT SITE ARTICLE</th>
</tr>
</thead>
</table>
| Searching                    | ● Search field returns Google-like search results.  
● Tabs are filters to narrow search results.                                                                                                                                                             | [https://policystat.zendesk.com/hc/en-us/articles/204864415](https://policystat.zendesk.com/hc/en-us/articles/204864415) |
| User Notifications           | 1) User receives email to notify need for action/review  
2) Home tab screens  
| Policies Requiring Approval  | 1) Bulk Approve (Only if unchanged)  
2) Approve/Reject one by one  
   a) Show Changes to review                                                                                                                                                                                    | [Approve Pending:](https://policystat.zendesk.com/hc/en-us/articles/204864185)  
[Reject/Pending](https://policystat.zendesk.com/hc/en-us/articles/204864175) |
| Approval Workflows           | Sequence of users who review, edit, and approve a PolicyStat document as required by the assigned revision period or edits.                                                                                     | [https://policystat.zendesk.com/hc/en-us/articles/205104395](https://policystat.zendesk.com/hc/en-us/articles/205104395) |
| Collaboration Commenting     | Allow users who are not a part of the Approval Workflow to comment and suggest changes. Invite to comment requires a PolicyStat account.                                                                         | [https://policystat.zendesk.com/hc/en-us/articles/204864225](https://policystat.zendesk.com/hc/en-us/articles/204864225) |
| Reviewing Policies           | 1. Edit to review or start a new draft  
2. Policy Content Tab  
3. Policy Properties Tab  

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