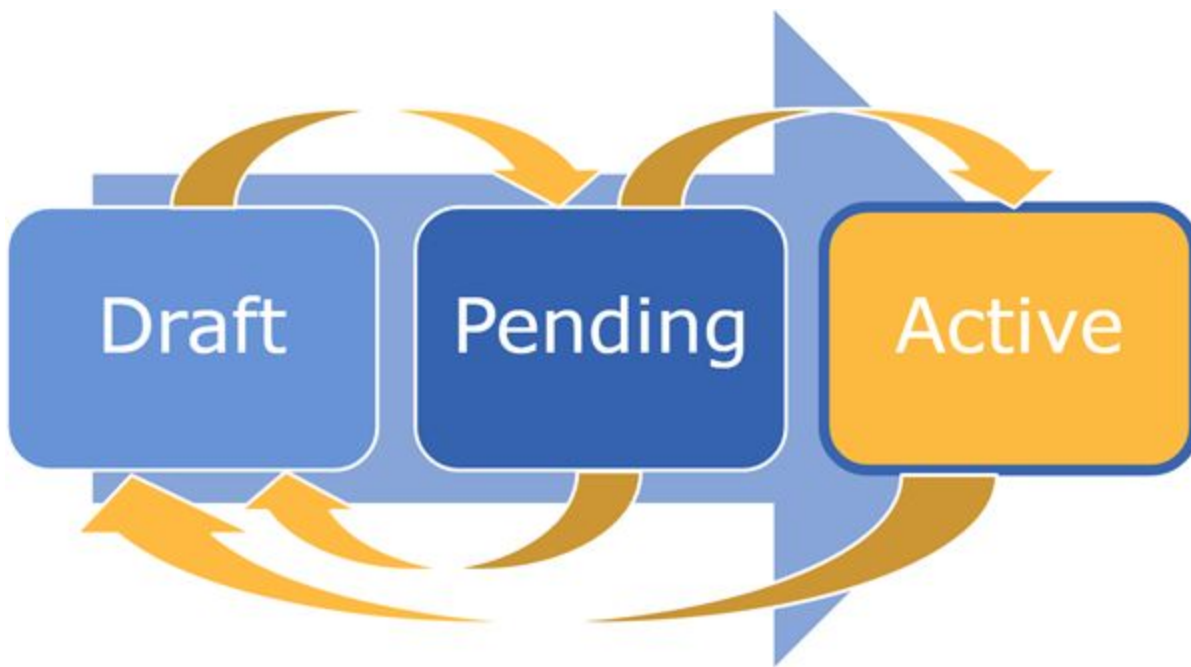




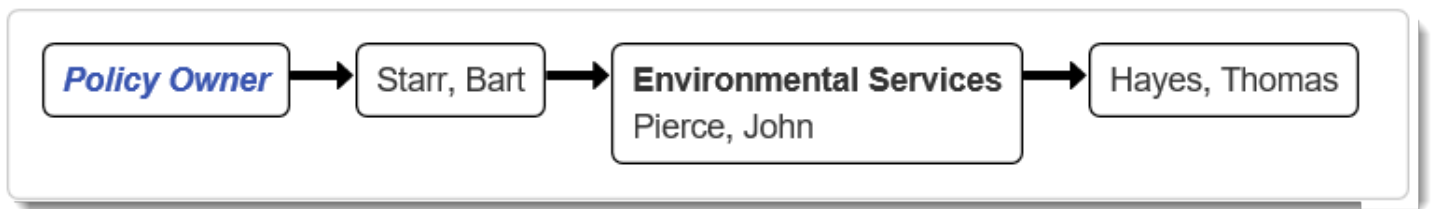
APPROVAL WORKFLOWS IN POLICYSTAT

All policies start in a draft format and pend for approval through an Approval Workflow. When the policy completes the Workflow, it becomes active and searchable. The graphic below displays the lifecycle process for a policy to move from draft to active within PolicyStat.

Policy Lifecycle



Sample workflow



Starting the Approval Workflow

Once a draft is considered complete, a user with Edit rights ([Owner](#), [Approver](#), [Area Editor](#), [Area Manager](#), [Site Administrator](#)) starts the Approval Workflow process.

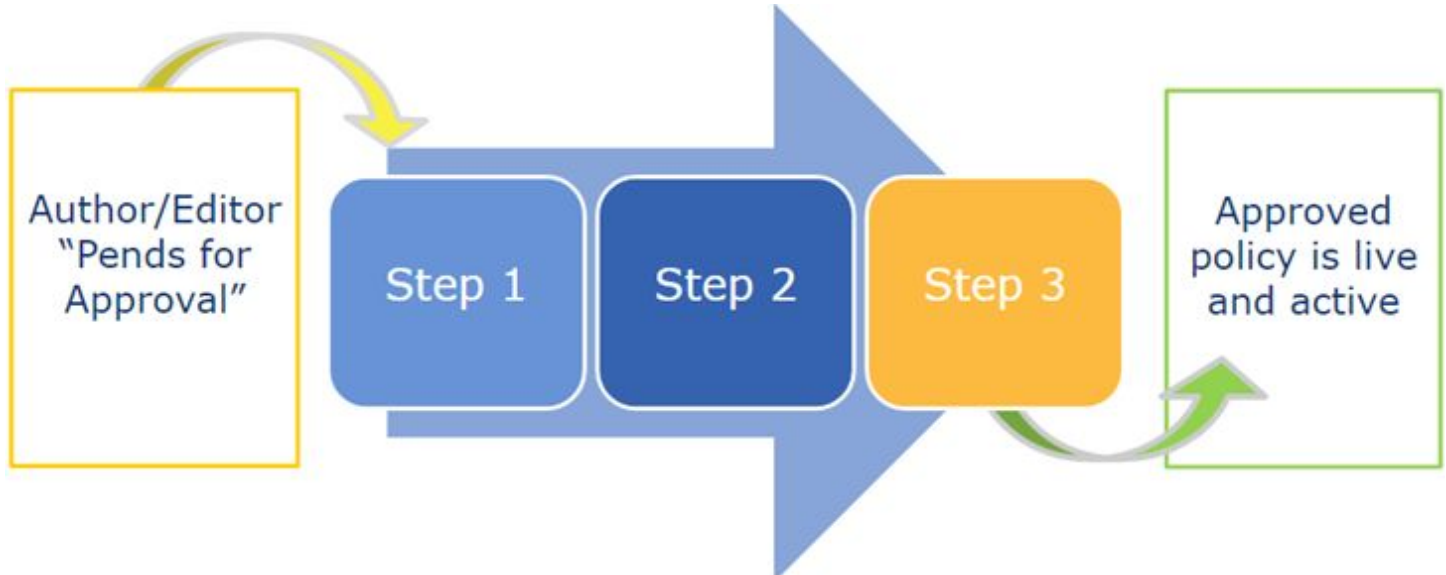
For more information on this process, [see this article](#).

Reject/Edit During an Approval Workflow

If any Approver or Committee changes, edits, or rejects the policy, a new draft is created and the approval process restarts. This ensures Approvers view and approve only the latest version.

For more on how to reject or edit a pending policy, [see this article](#).

Approval Workflow Process



Collaborative Commenting

DID YOU KNOW?


Approval Workflows cover the required steps for compliance, but PolicyStat also offers collaborative commenting to gather input from any PolicyStat users outside the Workflow within the tool.

For more on collaborative commenting, [see this article](#).

Approval Committees

Some policies require review by a committee, and sometimes membership in the committee can be fluid and change often. PolicyStat allows a committee to be named as part of an Approval Workflow, an Approval Workflow can list a committee name and designate one Approver as responsible for marking that committee's approval. That way, the committee can discuss the policy during a meeting and mark approvals without requiring everyone to log in to PolicyStat to do so.

In the example below, on Step 3 of this Approval Workflow, Scott Whitehouse would be responsible for presenting the pending policy to the HR committee. When the members of the HR committee agree to approve the policy, Scott will be responsible for logging in to PolicyStat to provide approval on the committee's behalf.



Step 3 - HR
Whitehouse, Scott

Completing the Approval Workflow/Active

When the final Approver/committee approves, the policy becomes active and searchable for all end users.

Modifying Approval Workflows

Changes to an Approval Workflow including edits, creating new workflows, or deleting old are to be completed by a [Site Administrator](#).

For more on those processes, please [see this article](#).