

Approver Focused Training Topics

TOPIC	QUICK OVERVIEW	KNOWLEDGE BASE ARTICLE
Terminology	Common terms and topics	https://support.policystat.com/hc/en-us/articles/204880595
Searching	<ul style="list-style-type: none"> • Search field returns Google-like search results • Tabs are filters to narrow search results 	https://support.policystat.com/hc/en-us/articles/204864415
User Notifications	<ol style="list-style-type: none"> 1) User receives email to notify need for action/review 2) Home tab screens 3) Notifications tab (top right) 	https://support.policystat.com/hc/en-us/articles/205071759
Approval Workflows	Sequence of users who review, edit, and approve a PolicyStat document as required by the assigned revision period or edits	https://support.policystat.com/hc/en-us/articles/205000819
Policies Requiring Approval	<ol style="list-style-type: none"> 1) Bulk Approve (Only if changed) 2) Approve/Reject one by one <ol style="list-style-type: none"> a) Show Changes to review 	<p>Approve Pending https://support.policystat.com/hc/en-us/articles/204864185</p> <p>Reject Pending https://support.policystat.com/hc/en-us/articles/209280326</p>
Collaboration and Commenting	Allow users who are not a part of the Approval Workflow to comment and suggested changes, inviting comments requires a PolicyStat account.	https://support.policystat.com/hc/en-us/articles/204864225
Reviewing Policies	<ol style="list-style-type: none"> 1) Edit to review or start a new draft 2) Policy Content Tab 3) Policy Properties Tab 4) Policy Applicability Tab (if applicable) 	https://support.policystat.com/hc/en-us/articles/209319846

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