

Comments and Collaboration Topics

TOPIC	QUICK OVERVIEW	KNOWLEDGE BASE ARTICLE
Access to Pending or Draft Versions	<ul style="list-style-type: none"> Click link in the notification email Click the button above the title in the active/pending version 	https://support.policystat.com/hc/en-us/articles/206826370
Commenting on a Pending Policy	<ul style="list-style-type: none"> Locate comments area at the bottom of the Pending Policy Enter comments and press Add Comment Notifications are sent to all other users involved in the policy each time a new comment is added Return to the policy as needed read and review comments 	https://support.policystat.com/hc/en-us/articles/207707753
Inviting Collaborators	<p>Inviting users to review who are not a part of the Approval Workflow</p> <ul style="list-style-type: none"> Locate comments area at the bottom of the Pending Policy Enter comments. Invite collaborators by: <ol style="list-style-type: none"> Entering user name or user group in the Invite a user or group area <div data-bbox="527 768 982 865" data-label="Image"> </div> Use the @mention feature to direct comments at a specific user in the comment field <ul style="list-style-type: none"> Type the @ symbol and start typing the user's name. Highlight the name, (but do not click it) Press the Tab key (not Enter) The user's name will be added to the comment. They will receive an invitation notification to collaborate Invited collaborators will be able to: <ol style="list-style-type: none"> View the pending version of the policy Comment on the policy View all comments made as part of the discussion Invite others to collaborate Invited collaborators can not: <ol style="list-style-type: none"> Modify the text of the policy Restart the Workflow 	https://support.policystat.com/hc/en-us/articles/204864225

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