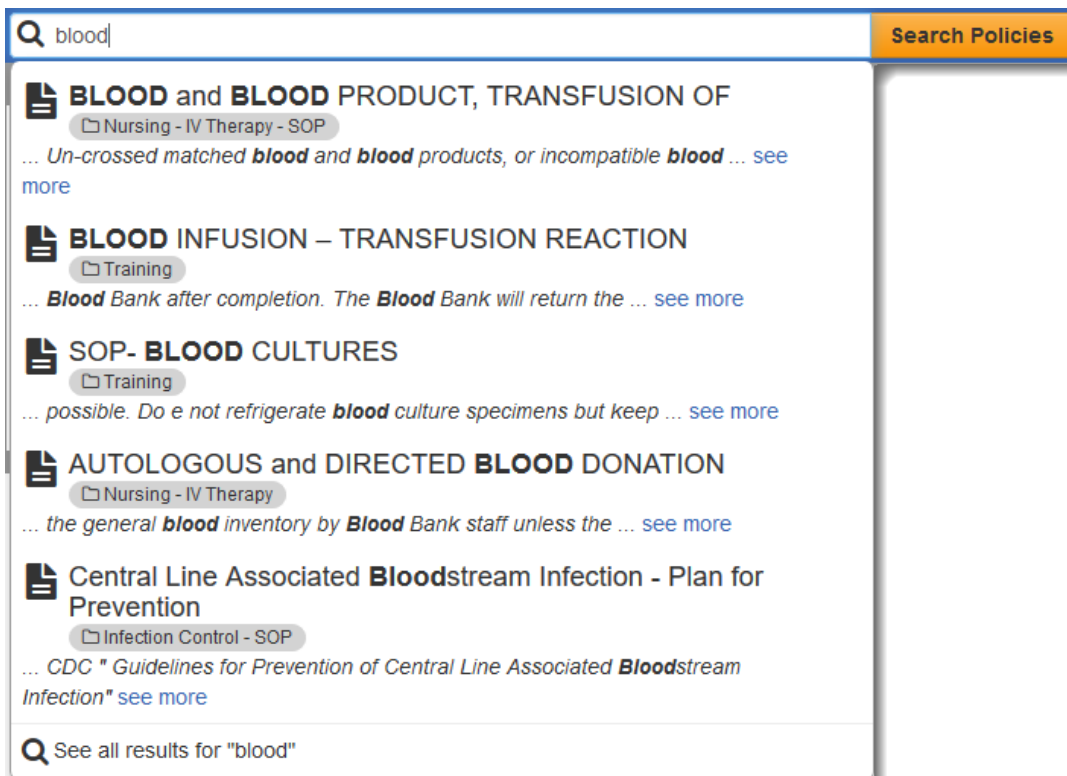| Staff	User	Approver	Collaborator	Owner	Area Editor	Area Manager	Site Admin

SEARCHING IN POLICYSTAT

Full-Text Suggest As You Search:

A full-text search through PolicyStat's search bar works like most other Internet searches. The search bar located at the top of each page displays the top 5 most relevant results for the search criteria.

Root Word Search

A search for policies[*] containing the term "medication" displays the most relevant results at the top. PolicyStat's search engine recognizes root word similarities in terms to provide a full scope of results. A search for "medication" can also provide results for "medicate", "meds", "medicine" or even "medical".

Typo Correction

The search suggestion recognizes minor spelling errors and adjust accordingly. For example, entering "habd" in the search bar will recognize that the intended search term was "hand" and produce relevant results.

Search by PolicyStat ID

If the PolicyStat ID number for the specific policy[*] is known, it can also be entered as search criteria.

Terminology may vary based on site preferences

SEARCHING IN POLICYSTAT

Filtered Search:

If a full-text search returns too many results or doesn't match your needs, filtered searching is another option to consider. PolicyStat's filters narrow searches by Title, Area*, Owner, or Reference Tag.

TITLE FILTER:
The title filter uses a search bar to focus solely on policies* with the term in the title. A secondary option in this filter is to browse titles by the first letter of the policy title.

AREA* FILTER:

The Area* filter uses a search bar filter policies* based on the Area* or Areas* to which they are assigned. Multiple Areas* can be selected during one search. For groups with large numbers of Areas*, a filter can help locate the right Area* quickly. When searching within the selected Area(s)*, a text search can narrow the results further to find the right policy* fast.

OWNER* FILTER:

The Owner* filter locates the assigned Policy Owner*. Like the Area* filter, multiple Owners* can be selected, and an additional filter can be applied to narrow the list of Owners*. When the correct spelling of a last name is not known, a list of Owners* can also be browsed by the first letter of their last name. If an Owner* or Owners* return too many policies*, a text search can narrow the list to find the right policy* fast.

REFERENCE TAG* FILTER:

The Reference Tag* filter searches reference tags* created specifically by your group and assigned to policies*. Reference Tags* are optional, but can be helpful to locate policies* based on group-specific terms like applicable state regulations, local initiatives, or any other terms that may not be contained within the policy's* text, but have been attached to a policy* for reference and easy access. For example, a Reference Tag can help locate all policies* related to NPSG 02.03.01. This statute name may not appear in the text of the policy*, but it may be helpful to view all policies* related to that statute.

*Terminology may vary based on site preferences