<table>
<thead>
<tr>
<th>TOPIC</th>
<th>QUICK OVERVIEW</th>
<th>KNOWLEDGE BASE ARTICLE</th>
</tr>
</thead>
</table>
| Administrative Override  | ● An override used to bypass the Approval Workflow process  
● Commonly uses  
  ○ Correcting small content errors (e.g. - typos, new terms, etc.)  
  ○ Simulate workflow to insert one-time approvers to a Workflow | https://support.policystat.com/hc/en-us/articles/204213129    |
| Bulk Admin Override      | ● Adjust properties for multiple policies at once                                                                                                                                                             | https://support.policystat.com/hc/en-us/articles/204334849    |
| Retire a Policy (Single/Bulk) | ● Remove a policy from view for all users  
● Retire in bulk from the Bulk Admin Override interface                                                                                             | https://support.policystat.com/hc/en-us/articles/205222045    |
| Remove Retire for Owners | ● The option to Retire a policy can be removed from Owners.  
● Admin > Policy Layout > Header Fields > Uncheck Allow owners to retire policies (under Properties heading)                                         | https://support.policystat.com/hc/en-us/articles/212006126    |
| Reinstate a Retired Policy | ● Locate the retired policy using the Retired Policies report  
● Open the policy and restart the Workflow                                                                                            | https://support.policystat.com/hc/en-us/articles/204864085    |
| Reference Tag Management | ● Rename, merge, and/or delete reference tags                                                                                                                                                                 | https://support.policystat.com/hc/en-us/articles/204864625    |

*Terminology may vary based on local preferences.*

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