

PolicyStat Site Administrator 201: Policy Management

TOPIC	QUICK OVERVIEW	KNOWLEDGE BASE ARTICLE
Administrative Override	<ul style="list-style-type: none">● An override used to bypass the Approval Workflow process● Commonly uses<ul style="list-style-type: none">○ 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	<ul style="list-style-type: none">● Adjust properties for multiple policies at once	https://support.policystat.com/hc/en-us/articles/204334849
Retire a Policy (Single/Bulk)	<ul style="list-style-type: none">● 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	<ul style="list-style-type: none">● 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	<ul style="list-style-type: none">● 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	<ul style="list-style-type: none">● 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>