

## PolicyStat Site Administrator 201: Policy Management

TOPIC	QUICK OVERVIEW	KNOWLEDGE BASE ARTICLE
Administrative Override	<ul style="list-style-type: none"><li>● An override used to bypass the Approval Workflow process</li><li>● Commonly uses<ul style="list-style-type: none"><li>○ Correcting small content errors (e.g. - typos, new terms, etc.)</li><li>○ Simulate workflow to insert one-time approvers to a Workflow</li></ul></li></ul>	<a href="https://support.policystat.com/hc/en-us/articles/204213129">https://support.policystat.com/hc/en-us/articles/204213129</a>
Bulk Admin Override	<ul style="list-style-type: none"><li>● Adjust properties for multiple policies at once</li></ul>	<a href="https://support.policystat.com/hc/en-us/articles/204334849">https://support.policystat.com/hc/en-us/articles/204334849</a>
Retire a Policy	<ul style="list-style-type: none"><li>● Remove a policy from view for all users</li></ul>	<a href="https://support.policystat.com/hc/en-us/articles/205222045">https://support.policystat.com/hc/en-us/articles/205222045</a>
Reinstate a Retired Policy	<ul style="list-style-type: none"><li>● Locate the retired policy using the Retired Policies report</li><li>● Open the policy and restart the Workflow</li></ul>	<a href="https://support.policystat.com/hc/en-us/articles/204864085">https://support.policystat.com/hc/en-us/articles/204864085</a>
Reference Tag Management	<ul style="list-style-type: none"><li>● Rename, merge,, and/or delete reference tags</li></ul>	<a href="https://support.policystat.com/hc/en-us/articles/204864625">https://support.policystat.com/hc/en-us/articles/204864625</a>

*\*Terminology may vary based on local preferences.*

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