

# January 2017 PolicyStat Learning Center Education Schedule



## Education

To register, click the session title or visit <http://learn.policystat.com/lceducation/>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 <a href="#">Editor 101: Basics</a> <a href="#">Editor 201: Advanced</a>	4	5 <a href="#">Introductory PolicyStat Education</a>	6	7
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15	16	17 <a href="#">Editor 101: Basics</a> <a href="#">Editor 201: Advanced</a>	18	19 <a href="#">Working With Word</a>	20	21
22	23	24 <a href="#">Site Admin 101: 3 Pillars of PolicyStat</a>	25	26 <a href="#">Site Admin 201: Policy Management</a> <a href="#">Site Admin 301: Reports</a>	27	28
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Webinar Title	Description
<b>Introductory PolicyStat Education</b>  <a href="#">COURSE HANDOUT</a>	This 60 minute session replicates the Introductory PolicyStat Education session for new clients, though this session uses a generic site. Some material may be more relevant for specific assigned roles than for others.
<b>Approver Focused</b>  <a href="#">COURSE HANDOUT</a>	This 30 minute training is directed primarily towards <a href="#">Approvers</a> who only use the PolicyStat Editor tool to add or delete text. <a href="#">Approvers</a> (or <a href="#">Owners</a> ) who make more detailed changes should register for the <a href="#">Editor 101</a> or <a href="#">Editor 201</a> sessions.
<b>Comments and Collaboration</b>  <a href="#">COURSE HANDOUT</a>	PolicyStat brings the ability to collaborate and discuss policies with colleagues internal to the system, seeking to avoid the lengthy email chain.  This 30 minute session addresses how to comment on documents pending for approval and how to collaborate with other PolicyStat users who may not be part of the Approval Workflow.
<b>Acknowledgments</b>  <a href="#">COURSE HANDOUT</a>	This 30 minute session addresses how to use and understand the Acknowledgments feature in PolicyStat. Assigning and viewing acknowledgments by user and/or policy is limited to users with <a href="#">Policy Area Manager</a> and <a href="#">Site Administrator</a> permissions.
<b>Editor 101: Basics</b>  <a href="#">COURSE HANDOUT</a>	This 30 minute session addresses basic functions of the <b>enhanced</b> PolicyStat Editor including policy properties, formatting basics, inserting images and attachments, copying and pasting text, and find/replace.  If you are unsure as to which version of the Editor your site uses, <a href="#">click here</a> .

<p><b>Editor 201: Advanced</b></p> <p><a href="#">COURSE HANDOUT</a></p>	<p>This 30 minute session addresses advanced functions of the <b>enhanced</b> PolicyStat Editor including lists, tables, hyperlinks, and advanced formatting options.</p> <p>If you are unsure as to which version of the Editor your site uses, <a href="#">click here</a>.</p>
<p><b>Working with Word</b></p> <p><a href="#">COURSE HANDOUT</a></p>	<p>This 30 minute session addresses how to export existing policies to Microsoft Word for editing and how to import them back into PolicyStat.</p>
<p><b>Site Administrator 101: 3 Pillars of PolicyStat</b></p> <p><a href="#">COURSE HANDOUT</a></p>	<p>This 60 minute session is directed to users with <a href="#">Site Administrator</a> permissions. The topics addressed are the three key "pillars" from which a general understanding of PolicyStat is founded: User Roles, Policy Areas, and Approval Workflows.</p> <p>This session discusses the basic concepts of each pillar, and the role Site Administrators play in creating and managing each of them.</p>
<p><b>Site Administrator 201: Policy Management</b></p> <p><a href="#">COURSE HANDOUT</a></p>	<p>This 30 minute session is directed to users with <a href="#">Site Administrator</a> permissions.</p> <p>This session addresses the role Site Administrators play in managing policies and the additional capabilities they are provided with their permissions.</p>
<p><b>Site Administrator 301: Reports</b></p> <p><a href="#">COURSE HANDOUT</a></p>	<p>This 30 minute session is directed to users with <a href="#">Site Administrator</a> permissions/</p> <p>This session addresses the advanced reporting capabilities available to Site Administrators.</p>