

## Approver Focused Training Topics

TOPIC	QUICK OVERVIEW	KNOWLEDGE BASE ARTICLE
Terminology	Common terms and topics	<a href="https://support.policystat.com/hc/en-us/articles/204880595">https://support.policystat.com/hc/en-us/articles/204880595</a>
Searching	<ul style="list-style-type: none"> <li>• Search field returns Google-like search results</li> <li>• Tabs are filters to narrow search results</li> </ul>	<a href="https://support.policystat.com/hc/en-us/articles/204864415">https://support.policystat.com/hc/en-us/articles/204864415</a>
User Notifications	<ol style="list-style-type: none"> <li>1) User receives email to notify need for action/review</li> <li>2) Home tab screens</li> <li>3) Notifications tab (top right)</li> </ol>	<a href="https://support.policystat.com/hc/en-us/articles/205071759">https://support.policystat.com/hc/en-us/articles/205071759</a>
Approval Workflows	Sequence of users who review, edit, and approve a PolicyStat document as required by the assigned revision period or edits	<a href="https://support.policystat.com/hc/en-us/articles/205000819">https://support.policystat.com/hc/en-us/articles/205000819</a>
Policies Requiring Approval	<ol style="list-style-type: none"> <li>1) Bulk Approve (Only if changed)</li> <li>2) Approve/Reject one by one               <ol style="list-style-type: none"> <li>a) Show Changes to review</li> </ol> </li> </ol>	<p><b>Approve Pending</b>  <a href="https://support.policystat.com/hc/en-us/articles/204864185">https://support.policystat.com/hc/en-us/articles/204864185</a></p> <p><b>Reject Pending</b>  <a href="https://support.policystat.com/hc/en-us/articles/209280326">https://support.policystat.com/hc/en-us/articles/209280326</a></p>
Collaboration and Commenting	Allow users who are not a part of the Approval Workflow to comment and suggested changes, inviting comments requires a PolicyStat account.	<a href="https://support.policystat.com/hc/en-us/articles/204864225">https://support.policystat.com/hc/en-us/articles/204864225</a>
Reviewing Policies	<ol style="list-style-type: none"> <li>1) Edit to review or start a new draft</li> <li>2) Policy Content Tab</li> <li>3) Policy Properties Tab</li> <li>4) Policy Applicability Tab (if applicable)</li> </ol>	<a href="https://support.policystat.com/hc/en-us/articles/209319846">https://support.policystat.com/hc/en-us/articles/209319846</a>

For additional help, visit [support.policystat.com](https://support.policystat.com) or contact [support@policystat.com](mailto:support@policystat.com) To participate in upcoming Education session, visit <https://support.policystat.com/hc/en-us/articles/360007378254>