

SITE ADMIN 101: THREE PILLARS OF POLICYSTAT

Topic	Quick Overview	Knowledge base article
User Management	User Roles	What are user roles and what permissions do they have in PolicyStat?
	How to assign user permissions	How do I set User Permissions?
	Assign a Proxy	How do I Assign or Remove a Proxy?
	Transfer user responsibilities to another user	How do I Transfer Responsibilities between User Accounts?
Areas	What are Areas?	What is an Area?
	Create New Areas	How do I Create a New Area?
	Assign User Permissions by Area	How do I set User Permissions by Area?
	Edit Areas	How do I Make Edits to an Area?
	Show / Hide Areas (for connected sites)	How Do I Hide (or Show) an Area From View?
Approval Workflows	Understanding Approval Workflows	What are Approval Workflows?
	Managing Approval Workflows	Approval Workflow Management
	Scheduled Effective Date	What is Scheduled Effective Date?
	Remove Retire Button	How Do I Remove the Retire Button for Owners?

Want more training?

PolicyStat offers any-time Training Paths on various topics. The [Site Admin Basics Training Path](#) will teach you how to accomplish the basic tasks associated with the Three Pillars of PolicyStat: Users, Areas, and Approval Workflows.

For additional help, visit support.policystat.com or contact support@policystat.com.

To participate in upcoming Education session, visit our [Webinar Calendar](#) to sign-up. Visit our [Education pages](#) to view training content any time.