

## SITE ADMIN 201: POLICY MANAGEMENT

Topic	Quick Overview	Knowledge base article
<i>Administrative Override</i>	<ul style="list-style-type: none"> <li>• An override used to bypass the Approval Workflow process</li> <li>• Common 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="#">How do I Override a Policy?</a>
<i>Bulk Admin Override</i>	<ul style="list-style-type: none"> <li>• Adjust properties for multiple policies at once</li> </ul>	<a href="#">How do I Change Multiple Policy Properties at Once?</a>
<i>Retire a Policy (Single/Bulk)</i>	<ul style="list-style-type: none"> <li>• Remove a policy from view for all users</li> <li>• Retire in bulk from the Bulk Admin Override interface</li> </ul>	<a href="#">How do I Retire Outdated Policies?</a>
<i>Remove Retire for Owners</i>	<ul style="list-style-type: none"> <li>• The option to Retire a policy can be removed from Owners</li> <li>• Admin &gt; Policy Layout &gt; Header Fields &gt; Uncheck <b>Allow owners to retire policies</b> (under Properties heading)</li> </ul>	<a href="#">How Do I Remove the Retire Button for Owners?</a>
<i>Reinstate a Retired Policy</i>	<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="#">Can I make an Accidentally Retired Policy Active again?</a>
<i>Reference Tag Management</i>	<ul style="list-style-type: none"> <li>• Rename, merge, and/or delete reference tags</li> </ul>	<a href="#">Reference Tags</a>

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