

SITE ADMIN 301: REPORTS

Topic	Quick Overview	Knowledge base article
<i>Generating CSV Reports</i>	<ul style="list-style-type: none"> • Generate a CSV report anywhere the icon appears in PolicyStat 	Can I Download a Report of Metadata for Active Policies?
<i>Active Policies Report</i>	<ul style="list-style-type: none"> • Report on all active policies • Categorizes all active policies by Approval Workflow 	What are the reports I can run as an administrator?
<i>Retired Policies Report</i>	<ul style="list-style-type: none"> • Report on all retired policies • Retired policies can be reinstated by Site Admins 	
<i>Policy Due for Review Report</i>	<ul style="list-style-type: none"> • Report addressing all policies coming due for review • Include or exclude policies currently proceeding through the Workflow 	
<i>Policy Turnaround Time</i>	<ul style="list-style-type: none"> • Per Policy • Per Policy Area 	
<i>Reviewed and Revised Policies Report</i>	<ul style="list-style-type: none"> • Report of all policies with revisions to the content or properties, and have completed a Workflow or an Administrative Override • Includes all reviewed/revised policies whether or not modifications were made to content 	How can I see what changes or revisions have been made to documents?
<i>Hyperlink CSV</i>	<ul style="list-style-type: none"> • All hyperlinks and hyperlinked text found in policies 	Can I report on all hyperlinks found in policies?
<i>Attachments CSV</i>	<ul style="list-style-type: none"> • All attachment names and the policies with which they are associated 	Can I report on all policy attachments across my site?
<i>Download PDF Backup</i>	<ul style="list-style-type: none"> • Offline copies of all policies contained within PolicyStat 	How Do I Download PDF Backups of My Files?

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