

## Send an Email Reminder

PolicyStat sends automated email notifications to users anytime their attention is required on a policy.

When a policy needs to be approved quickly or the Approval Workflow has remained on one step for some time, it may be helpful to send a reminder to the next Approver to review the document.

To easily generate this email, start from the PolicyStat Home tab and click the Pending Approval link on the right side of the page.

Use the search bar or manually locate the policy in question.

Each entry on the table will list the needed approver for the current step of the workflow. Click the envelope next to their name to open a pre-populated message in your local email client using the email address associated with that user.

The email contains a direct link to the policy and can be additionally customized as desired before sending.