

View Acknowledgments

To begin, start from the Home tab. Along the right-hand side, locate the Acknowledgments section and click the View Acknowledgments link.

Policies with Acknowledgments can be filtered using Reference Tags and by Area. Add Areas to the filter by double-clicking an Area name. More than one can be selected.

Not applying any filters will return all policies with Acknowledgments.

Click the Show Incomplete Acknowledgments button to display the policies.

To view the users assigned to a policy, click the corresponding link on the right-side of the table.

The generated table displays only incomplete acknowledgments. To view all assignments, even completed ones, click the All Acknowledgments link near the top of the page.

Each user entry in the table will list the date the policy was assigned and, if applicable, a green check mark with the date the acknowledgment was completed.

Assigned acknowledgments can also be filtered by user instead of by policy. Click the Users with Acknowledgments link in the top blue bar.

Users can be filtered by User Group or by searching for a specific username.

Clicking the Search Users button without any filters will display everyone with incomplete acknowledgments.

The resulting table will list the number of policies not acknowledged for each user.

To display acknowledgments, including those completed, click the Show All Acknowledgments link at the bottom of the page.

Clicking the corresponding Not Acknowledged link for a user will display a list of the policies that still needs to be acknowledged.