

## Assign Acknowledgments

To begin, from the Home tab, click the Assign Acknowledgments link on the right-side of the screen.

Add users and/or user groups by entering a name in the box and selecting them from the list. More than one user can be added. Selecting a user group will assign the acknowledgment to all users in that group simultaneously.

Now select the policy or policies to assign. Use the search bar or dropdown filter to narrow the list of policies, then click the search button.

Click the checkbox next to the desired policies to select them or click the Select All box at the top of the results table to select every policy displayed.

By default, PolicyStat only requires a user to acknowledge a policy once. If you wish to automatically assign acknowledgments every time changes are made to the policy, click this checkbox. This is known as a recurring acknowledgment.

With your settings in place, click the Assign Acknowledgments button.

Anyone assigned this policy will be notified of the need to acknowledge every Monday night by email if an email is associated with their account. All users with acknowledgments will see their assignments on the Home tab.

Area Managers and Site Administrators can also assign acknowledgments on individual policies.

Below the content of the policy, click the Recurring Acknowledgments header to expand the section.

Click the Assign More Acknowledgments link.

A pop-up will appear allowing you to add usernames and/or user groups. Recurring acknowledgments can also be assigned with the checkbox. Click Assign Acknowledgments when your settings are in place.