

Download a PDF Backup

To download a backup of your policies, first navigate to the Admin tab.

Click the Download PDF Backup link in the Reports column.

If desired, filter the documents included in your backup by selecting one or more areas using the Area field. Leaving this blank will include all policies in all Areas in your backup. Be mindful that including numerous Areas or all policies can increase the size of your download and may impact the time needed to generate your backup.

Using the Changes Since filter selects all policies modified since the selected date. This is a required field.

Use the corresponding check boxes to adjust the other settings of your backup, such as displaying the COPY watermark on your PDFs or including past approvals with your backup.

With your settings in place, click the generate button.

If you have an email address associated with your account, you will receive an email from PolicyStat notifying you when your backup is being generated and again when it finished, so you can navigate away from this page.

Either way, when the backup has been created, click the download here link to download a zip file with your PDFs. How it downloads may vary based on your local browser settings.