

Modifying a Policy Expiration Period

Modifying expiration periods may require adjusting both the existing and future versions of the policy.

To override expiration periods, first navigate to the Admin tab, then click the Bulk Admin Override link in the Site Data column.

Use the various filter options to locate the policies you wish to update, then click the Filter button.

Not applying a filter will return all policies.

Use the corresponding checkboxes to select policies or use the check box in the top left to select all.

The final two columns in the results table concern the review period.

Enter a value in the Future Expiration field to adjust the number of days between review for all future versions of the selected policies.

Click the calendar icon in the final column to select a date for the current Active version to undergo a review. Alternatively, click the Set number of days link to allow input of a number of days rather than a specific date.

Use the Summary of Changes text box to describe and explain your modifications, then click the Apply Override button.

A confirmation popup will appear. Click the Override button.

The override is complete and the expiration period has been adjusted.