



PolicyStat

Notification Email Examples

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1 Collaboration Invite

You were mentioned on a policy.



PolicyStat

Hello,

Mabel Pines mentioned you in a comment on "Security & Safety Plan" in Training:

"@Training, User I think you would have some valuable insight on this. What are your thoughts on the attached form?"

[Join the Discussion](#)

Your username is user.training

Sincerely,
The PolicyStat Team

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2 Collaboration Comments

A comment was made on a policy approval process that you are involved in.



PolicyStat

Hello,

There is a new comment by Mabel Pines on "Security & Safety Plan" in Training:

"Yes, I think we should rework the wording of the sub-heading in Section 2."

[Join the Discussion](#)

Your username is user.training

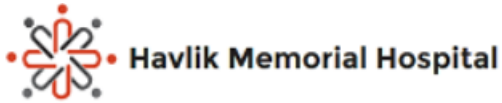
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The PolicyStat Team

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3 Policy Approved

A policy you own has been approved.



PolicyStat

Hello,

The policy "Security & Safety Plan" in Training has completed the approval process and is now active.

[View the Active Policy](#)

Your username is user.training

Sincerely,
The PolicyStat Team

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4 Policy Retired

A policy you own was retired.



PolicyStat

Hello,

The policy "PolicyStat Editor Training" in Training has been retired by Calvin Fiscoeder.

Reason for retiring this policy:

"Duplicate policy. This is no longer needed."

[View the Retired Policy](#)

Your username is user.training

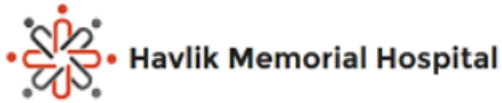
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5 Policy Requires Your Approval

A policy has been sent through an approval process and requires your review.



PolicyStat

Hello,

The policy "WT: Liquid Diets" requires your approval.

[View and Approve This Policy Here](#)

Your username is user.training

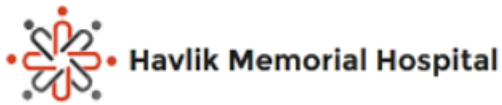
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6 Scheduled Policy

You will receive this email if any policies that you are an owner of are scheduled to become effective in 5 days.



PolicyStat

Hello,

7 policies are scheduled to become active within five days.

[View the Scheduled Policies](#)

Your username is user.training

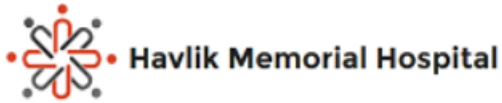
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7 Pending Policy Scheduled to be Active

You will receive this email on policies still pending approval that are scheduled to become effective in 5 days.



PolicyStat

Hello,

The pending policy "Receiving Gifts or Donations" has a scheduled effective date of 06/18/21 but has not completed the approval process. This policy will not become active if all approvals are not made by this date.

[View the Pending Policy](#)

Your username is user.training

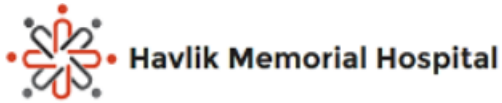
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8 Review Set Creation

You receive this email whenever a committee review set is created that requires your participation.



PolicyStat

Hello,

You have 18 policies to review for the committee "Training Policy Review Committee."

[Review the Policies](#)

Your username is user.training

Sincerely,
The PolicyStat Team

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9 Policies Requiring Your Action This Week

This weekly report reminds you of any policies requiring your approval and any policies you've been assigned to read and acknowledge



PolicyStat

Hello,

There are one or more policies requiring your action

[View Them Here](#)

- 3 policies are waiting on your approval
- Changes made to policies can't be seen by staff until everyone in the approval workflow has marked their approval.
- You need to acknowledge 37 policies
- You have been assigned 37 policies to read and acknowledge.

Your username is user.training

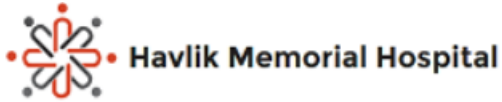
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10 New Users Created This Week

Want to stay up to date on user account created at your sites? this notification goes out to site administrators if there were new user accounts created on their sites in the previous week.



PolicyStat

Hello,

Last week, there were 3 new PolicyStat user accounts created at Havlik Memorial.

[View All Newly Created User Accounts](#)

Your username is user.training

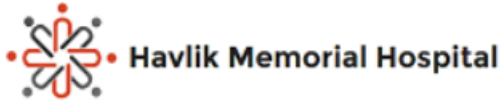
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11 Managed Acknowledgments Report

Policies that you control have been assigned to users for acknowledgement and those acknowledgements have not yet occurred.



PolicyStat

Hello,

55 policies that you manage have users that haven't completed acknowledgments.

[View The Policies](#)

Your username is user.training

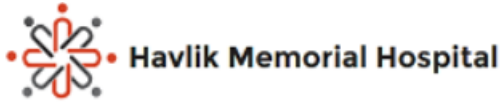
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12 Expiring Policies Report

You receive this email if any policies that you own are up for review within the next 90 days, and have not yet been started through an approval workflow.



PolicyStat

Hello,

9 policies that you manage are for review within 30 days and have not yet been started through approval.

[View the Detailed Breakdown](#)

Your username is user.training

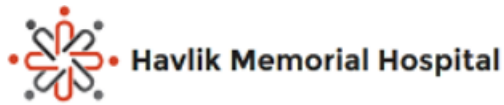
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13 Inactive Users Have Responsibilities

This email alerts site administrators that there are users who have been marked as inactive who still have responsibilities in the system. these users should have their responsibilities transferred to someone else.



PolicyStat

Hello,

There are 5 inactive users that are still the owners of policies, or still participating in approval workflows.

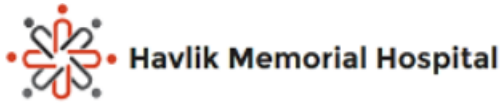
[View the Users](#)

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14 Pending Policies on the Same Step 30+ Days

A pending policy has remained on the same step of its approval workflow for 30 days or more.



PolicyStat

Hello,

This is a reminder that one or more pending policies on your site have remained on the same step of their approval workflows for 30 days or more.

[View the Report](#)

Your username is user.training

Sincerely,
The PolicyStat Team

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