

PolicyStat Acknowledgments Quick Reference

Topic	Overview	Knowledge base article
<i>Assigning Acknowledgments</i>	1. From the Home tab, click Assign Acknowledgments 2. Select user(s) or user groups 3. Locate policies to assign 4. Assign users using the Recurring Acknowledgments area at the bottom of a policy (requires Ownership permissions)	How do I Assign Acknowledgments?
<i>Recurring Acknowledgments</i>	By default, users need to re-acknowledge an assigned policy every time a new version of the policy are published. To assign only the current version, check the box next to Only assign this policy version	Single Acknowledgments vs. Recurring Acknowledgments
<i>Viewing Incomplete Acknowledgments</i>	1. From the Home tab, click View Acknowledgments 2. Choose from the following options: a. To view all incomplete acknowledgments, click the Show Incomplete Acknowledgments button b. To filter by Policy Area(s), double click the Policy Area name to move it from <i>Available</i> to <i>Selected</i> and click the Show Incomplete Acknowledgments button c. To view all acknowledgments, both completed and incomplete, click the incomplete and complete acknowledgments link at the bottom of the page. Follow steps A or B as needed	How do I View Acknowledgments Reports? How am I notified about incomplete acknowledgments?
<i>Unassigning Acknowledgment</i>	• To unassign users one by one, click the Unassign button at the end of their user profile • Select multiple users by checking the box before their names, then click Unassign Checked Acknowledgments	How do I remove (or unassign) single (or one-time) Acknowledgments?
<i>Create User Groups</i>	1. From the Home tab, click User Groups 2. Click Create User Groups (top right of screen) 3. Enter a Group Name and add users 4. Click Create User Group	How do I Create User Groups?
<i>Edit User Groups</i>	1. From the Home tab, click User Groups 2. Locate the group, then click Edit 3. Add or remove users as needed	How do I Edit a User Group?

For additional help, visit the [RLDatix Customer Portal](#) or the [RLDatix Public Knowledge Base](#).

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