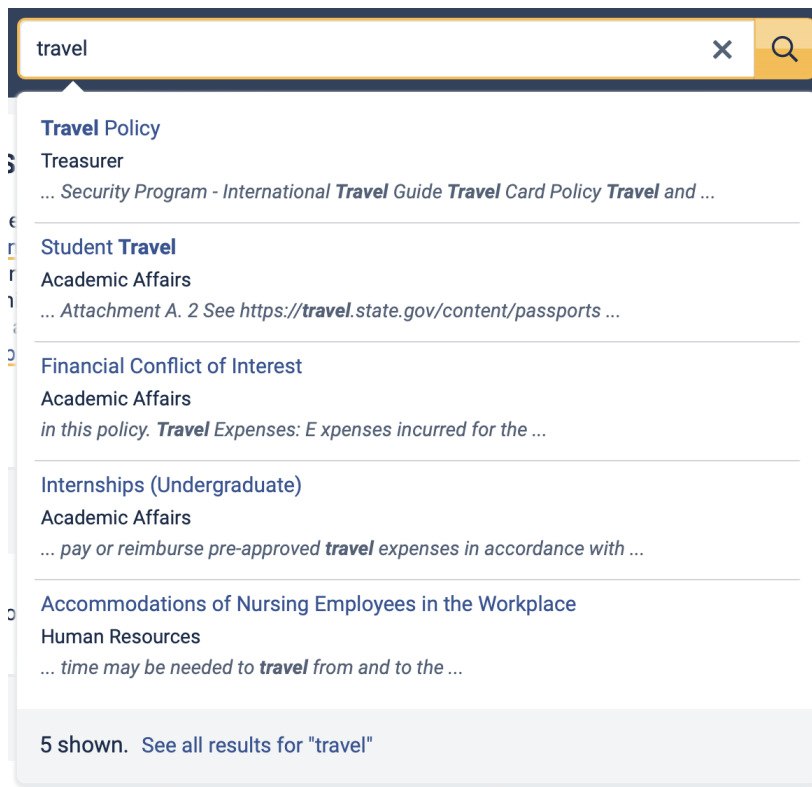


How to Search for an Active Policy in PolicyStat

PolicyStat is The College of New Jersey's (the "College" or "TCNJ") repository for all campus wide policies that establish guidelines, procedures, and oversight for our community. PolicyStat access is available to all TCNJ faculty, staff, and students, as well as the general public, and searching for a specific subject or policy can be done in several different ways.

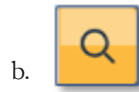
1. Access the TCNJ PolicyStat Website at tcnj.policystat.com. Logging into PolicyStat is not necessary for searching policies. Only policy owners may log into the system to create new or update existing campus wide policies.
2. Enter your search terms or criteria in the search bar located at the top right of each page. You do not need to separate the search terms with punctuation.



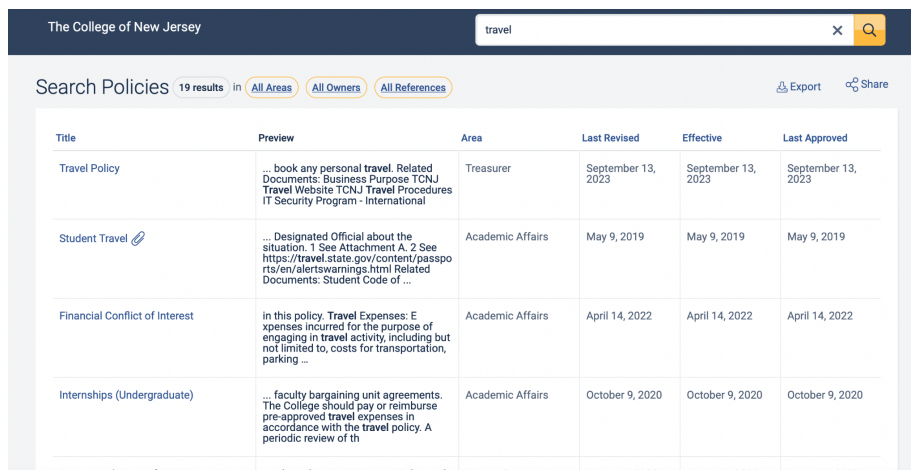
3. Click the result from the search suggestions if your desired policy is displayed.

4. If your policy is not displayed in the suggestions, a) click **"See all results"** at the bottom of the suggestions, b) click the **Search icon** on the right side of the search bar, or c) simply hit **Enter** on your keyboard.

a. 5 shown. See all results for "travel"



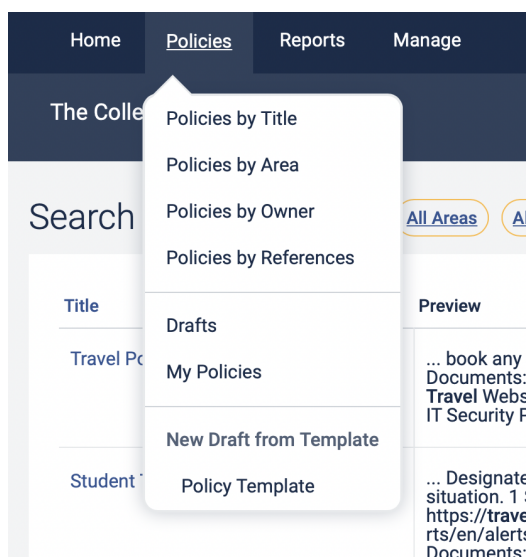
5. Locate the desired policy on the search results page.



The screenshot shows the 'Search Policies' results page for the query 'travel'. It displays 19 results, with filters for 'All Areas', 'All Owners', and 'All References'. The results are listed in a table with columns: Title, Preview, Area, Last Revised, Effective, and Last Approved.

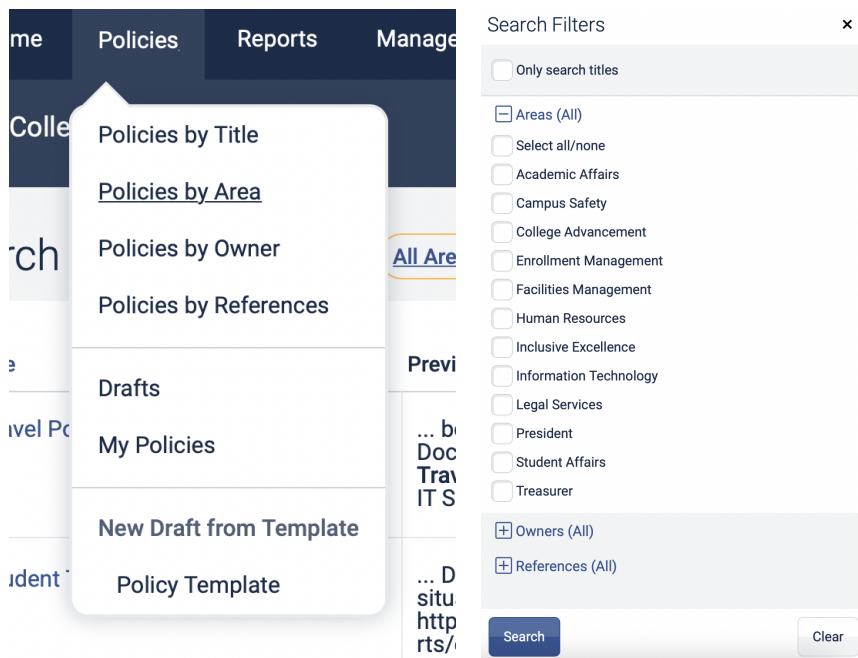
Title	Preview	Area	Last Revised	Effective	Last Approved
Travel Policy	... book any personal travel. Related Documents: Business Purpose TCNJ Travel Website TCNJ Travel Procedures IT Security Program - International	Treasurer	September 13, 2023	September 13, 2023	September 13, 2023
Student Travel	... Designated Official about the situation. 1 See Attachment A. 2 See https://travel.state.gov/content/passports/en/alertswarnings.html Related Documents: Student Code of ...	Academic Affairs	May 9, 2019	May 9, 2019	May 9, 2019
Financial Conflict of Interest	In this policy, Travel Expenses: Expenses incurred for the purpose of engaging in travel activity, including but not limited to, costs for transportation, parking ...	Academic Affairs	April 14, 2022	April 14, 2022	April 14, 2022
Internships (Undergraduate)	... faculty bargaining unit agreements. The College should pay or reimburse pre-approved travel expenses in accordance with the travel policy. A periodic review of th	Academic Affairs	October 9, 2020	October 9, 2020	October 9, 2020
Accommodations of Business	... when the supplies area is located	Upper Documents	August 1, 2023	August 1, 2023	August 1, 2023

6. Click the hyperlink title of the policy to open the document and access the full text.
7. The TCNJ PolicyStat Website also offers the opportunity to filter the search based on **Title, Area, Owner, or Code**.



8. To filter your query for results where search terms are found only in the policy **Title**.

- a. Click the **Policies** tab at the top of the page and select **Policies by Title**.
 - b. Add any terms you want to search for in the title of the policies in the search field.
 - c. Click the **Search icon** on the right side of the search bar.
9. To locate approved, active policies in a specific **Area** or Areas,
 - a. Click the **Policies** tab at the top of the page and select **Policies by Area**.
 - b. Click the desired area check box.
 - c. Click **Search** at the bottom left of the search filter.



10. To locate approved, active policies with a specific **Owner**,
- Click the **Policies** tab at the top of the page and select **Policies by Owner**.
 - Select an owner's name by checking the desired box. You may choose more than one.
 - Click **Search** at the bottom left of the search filter.

The screenshot shows the 'Policies' tab selected in the top navigation bar. A dropdown menu is open, showing options: 'Policies by Title', 'Policies by Area', 'Policies by Owner' (highlighted), 'Policies by References', 'Drafts', 'My Policies', 'New Draft from Template', and 'Policy Template'. To the right, the 'Search Filters' panel is open. It has a close button (x) in the top right. The first section is 'Only search titles' with an unchecked checkbox. The second section is 'Areas (All)' with a plus icon. The third section is 'Owners (All)' with a minus icon, containing a list of owners with checkboxes: 'Select all/none', 'Angeloni, Lisa: VP for Enrollment Management', 'Blanton, Sharon: Vice President for Operations', 'Canavan, Michael: Vice President, General Counsel', 'Donohue, John: Vice President of Advancement and President of TSC', 'Ellard, Michael', 'Fehn, Heather: Chief of Staff/Sec to the BOT', 'Felton III, James A.: Vice President, Inclusive Excellence', 'Grant, Tim', 'Osborn, Jeffrey: Provost and VP Academic Affairs', 'Schweigert, Richard: Pooled Temp Treasurer', 'Stallings, Sean: VP for Student Affairs', and 'Stephen, Lynarkah: Associate Vice President for Human Resources'. The fourth section is 'References (All)' with a plus icon. At the bottom are 'Search' and 'Clear' buttons.

11. To locate approved, active policies with a specific **Code**,
- Click the **Policies** tab at the top of the page and select **Policies by Owner**.
 - Select a code by checking the desired box. You may choose more than one.
 - Click **Search** at the bottom left of the search filter.

This screenshot is similar to the previous one, showing the 'Policies by Owner' dropdown menu. The 'Search Filters' panel is also open. In this panel, the 'Select all/none' checkbox under the 'Owners (All)' section is now checked. The other elements, including the navigation bar, dropdown menu, and other search filter sections, remain the same.

12. Locating active policies with an **Exact Text Match**.

When using any of the search options for active policies, entering terms surrounded by quotes will return all results with that exact phrase or term in the text of the policy, in addition to applying your chosen filter.

- a. For example, when searching for Travel Reimbursement using the **Title** filter, entering the phrase **"Policy Framework"** surrounded by quotes will return all documents with that exact phrase within their title.

- i. **Note:** Exact match searching will not work on partial words or numbers and will not correct any typos.



A search bar interface with a dark blue background. The search bar itself is white with a thin orange border. Inside the bar, the text "Policy Framework" is entered in a dark blue font. To the right of the text is a dark blue 'X' icon for clearing the search. Further right is an orange button with a dark blue magnifying glass icon for executing the search.