Viewing A Policy

Last Modified on 05/14/2018 4:57 pm EDT

- Once the policy details are displayed, use the following options to view the different objects attached to a policy:
  - **Ownership. Check the box next to the Ownership**option to view the owners. You can define who can view, author, review, and approve a policy.
  - **Workflow. Check the box next to the Workflow**option to view details, such as review recurrence and history. If the review recurrence details are not set at the time of policy creation, you can use the Review Recurrence section to set how often a policy should be reviewed and the email template that should be sent when a policy is to be reviewed. After you set the options, click **Save**.
  - Documents. Attach any necessary documents that you think the stakeholders should refer to the document attached to a policy.
  - References. Map references, such as industry, policy and organization to a policy.
  - Categories. Assign a category from the existing set of category list or create a new one.
  - Changes. View details, such as what, when and who changed the policy.
  - Display Options. Use the display options below to show what information should be available to stakeholders when a policy is saved. You should check the box available next to each option to render that particular display.
    - Attachments. Documents that are attached to a policy will be shown. Note that when a policy is saved to as PDF, just the name of the document appears; you will not be able to open the document from the PDF. Instead, you can direct the users to view that attachment in the document repository.
    - Inline References. Show references that have been provided in sections or subsections of a policy.
    - Inline Categories. Shows to which category that a policy is assigned.
    - Automatic numbering. Automatically numbers all of the sections and

subsections in a policy.

- Show icons. Shows icons next to all of the sections and subsections in a policy.