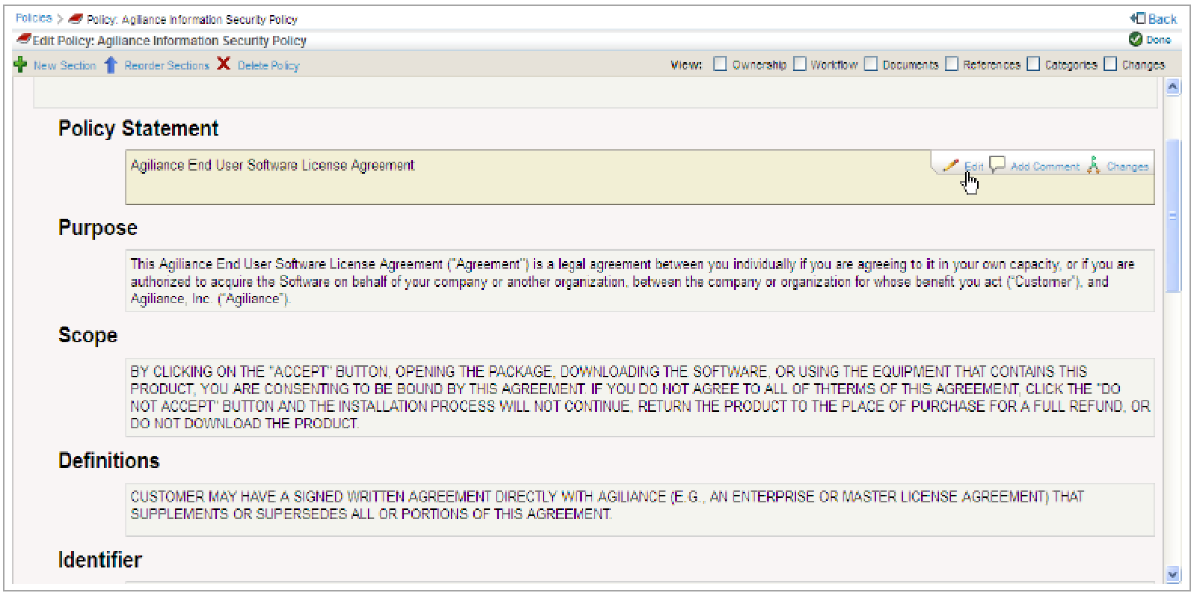
Edit A Policy

When creating a policy from scratch, attach a workflow to the policy to allow stakeholders to work on it. If you want to edit a policy that is already in place, restart the policy workflow so that stakeholders can edit the policy. Whether drafting a policy from scratch or editing an existing policy, stakeholders should update the content in the sections and subsections, or use the options described in this section.

You can edit a policy if your user role has Policy View and Policy Author permissions, or Policy View and Policy Manage permissions.

To edit a policy:

1. Go to **Content > Policies**.
2. Go to the **Organization Content** group, then expand the **Policies** group.
3. Click a desired policy.
4. Click **Edit** in the upper right corner of the page.



5. Click any of the following buttons:
   - **New Section**: Creates a new section based on the settings defined in a template.
   - **Reorder Sections**: Reorder custom sections in a policy. Drag and drop a section on to the top or bottom of another section to change the order.
   - **Edit**: Change the title of a section and subsection. When the**Edit** button is clicked in the area below the section or subsection, a rich-text editor is displayed so that content can be entered. For more information, see Using Rich Text Editor .
   - **Add Comment**: Allows adding the comment to a section and subsection to help you explain the reason behind for making a change.
   - **Changes**: View changes, such as comments entered and other changes in the sections and subsections by the stakeholders.
   - **New Subsection**: Creates a new subsection in a section based on the settings defined in a template. This option appears only in the custom created section.
   - **Delete**: Delete a section or subsection. This option appears only in a custom created section and subsection.

6. Click **Done**.