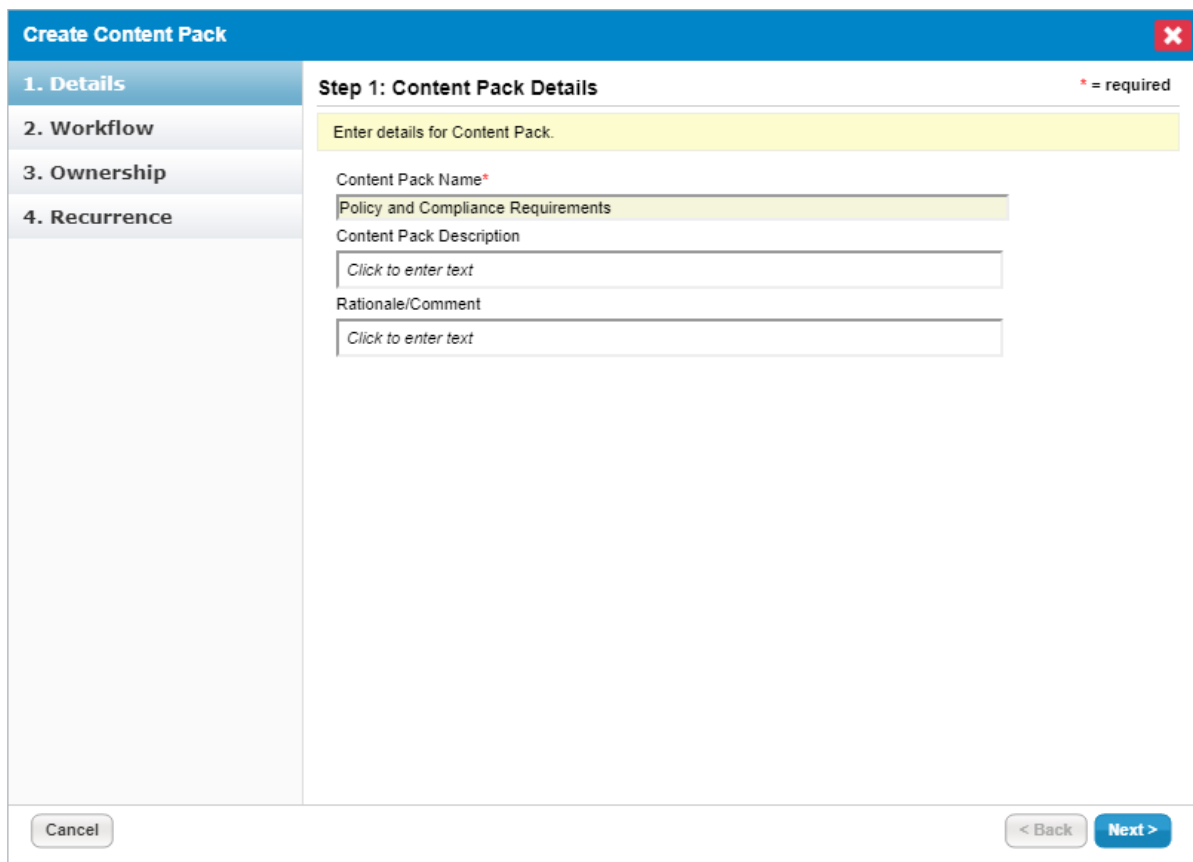


Creating a New Content Pack

Use content packs to develop and review organization specific content. To create a new content pack, your user role must have Control View and Control Author permissions.

To create a new content pack:

1. On the **Content** menu, click **Controls and Questionnaires**.
2. Expand **Organization Content** and select the group where you want to create the pack.
3. Click **New Content Pack**.
4. Enter a name, description, and any comments you want to add to the version log.



The screenshot shows a web-based wizard titled "Create Content Pack" with a close button (X) in the top right corner. On the left is a vertical navigation menu with four items: "1. Details" (highlighted), "2. Workflow", "3. Ownership", and "4. Recurrence". The main area is titled "Step 1: Content Pack Details" and includes a legend "* = required". Below the title is a yellow instruction bar: "Enter details for Content Pack." The form contains three input fields: "Content Pack Name*" with the text "Policy and Compliance Requirements" entered; "Content Pack Description" with a placeholder "Click to enter text"; and "Rationale/Comment" with a placeholder "Click to enter text". At the bottom left is a "Cancel" button, and at the bottom right are "< Back" and "Next >" buttons.

The Details page on the Create Content Pack wizard.

5. Click **Next**.
6. Select the workflow that you want to follow when creating this content pack.

Create Content Pack
✕

1. Details

2. **Workflow**

3. Ownership

4. Recurrence

Step 2: Set Workflow * = required

Optionally select a workflow template that you would like to use. Workflow templates will be used to define the stages that your content will go through.

Template Preview:

#	Stage	Stakeholders
1	Draft	Policy Author Policy Requestor Primary Owner
2	Review	Policy Reviewer
3	Approval	Policy Approver
4	Deploy	Policy Author

Cancel
< Back
Next >

The Workflow page.

7. Click **Next**.
8. **Optional:** To change the primary owner, select a different user from the primary owner drop-down. To remove an owner, select the owner and click **Delete**.

Create Content Pack
✕

1. Details

2. Workflow

3. Ownership

4. Recurrence

Step 3: Set Ownership * = required

Configure the owners who can access and modify this Content Pack.

Primary Owner* Administrator +

Additional Owners:

1-2 of 2

Add Owners
Delete
More Actions... ▾

Filter by - Show all - ▾
Refresh

<input type="checkbox"/> Name	▲ Type	Ownership Type
<input type="checkbox"/> Administrator	User	Policy Author
<input type="checkbox"/> All Users	Team	Policy Viewer

Cancel
< Back
Next >

The Ownership page.

9. **Optional:** To add additional owners:

- a. Click **Add Owners**.
- b. Click **Owner Type** and select an owner type. For more information, see [Configuring Ownership Types](#).
- c. Click **Individual Owner** and select a user. Skip this option to assign a team only.
- d. Click **Team Owner** and select a team. Skip this option to assign a user only.
- e. Click **OK**.

The Add Additional Owners dialog box.

10. Click **Next**.
11. Click **Policy Review Recurrence** to specify how often the review must recur (or if it should not at all). Click **Notification Email Template** to select an email template to use to remind stakeholders.

The Recurrence page.

12. Click **Finish**.

The content pack workflow process will now launch and the stakeholders of the first stage will be notified. When the associated workflow is moved to the closed status, the content pack will be deployed and versioning will be

applied.