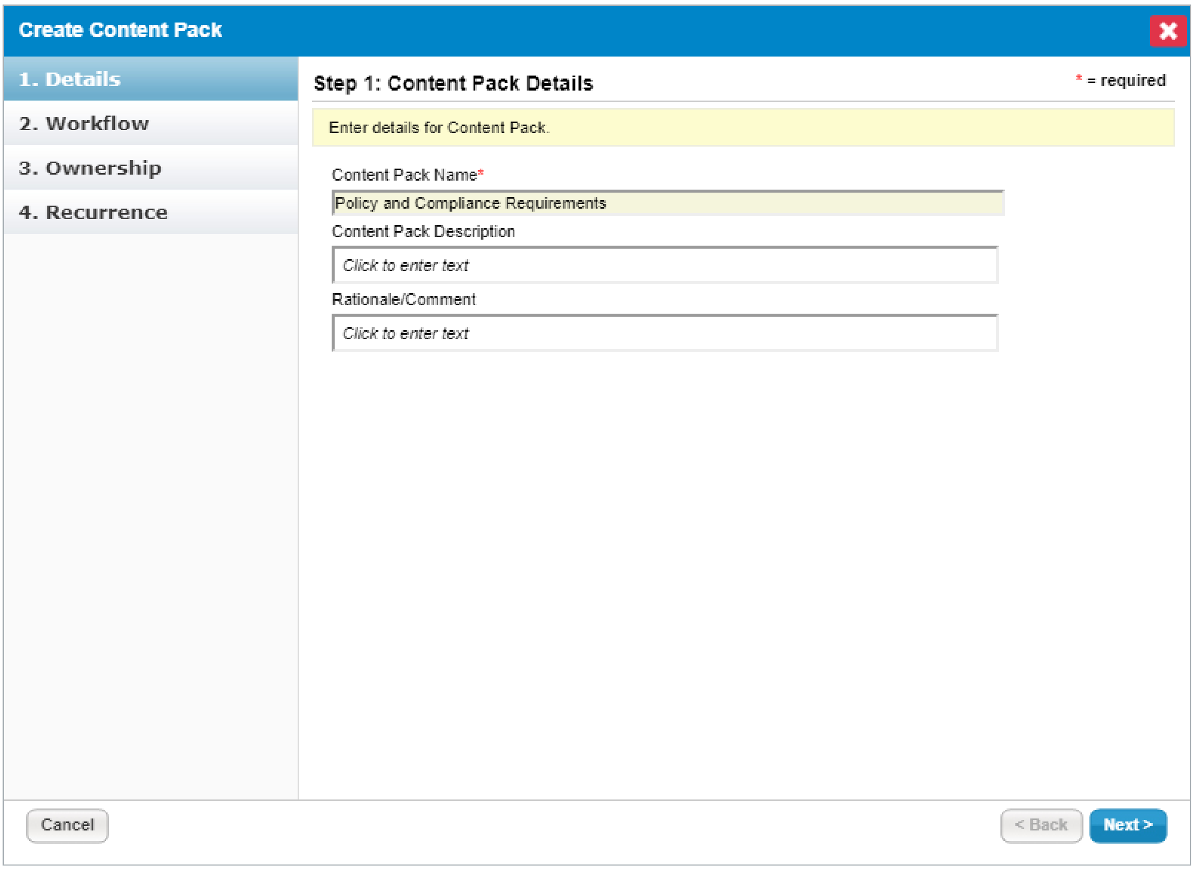
Creating a New Content Pack

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.

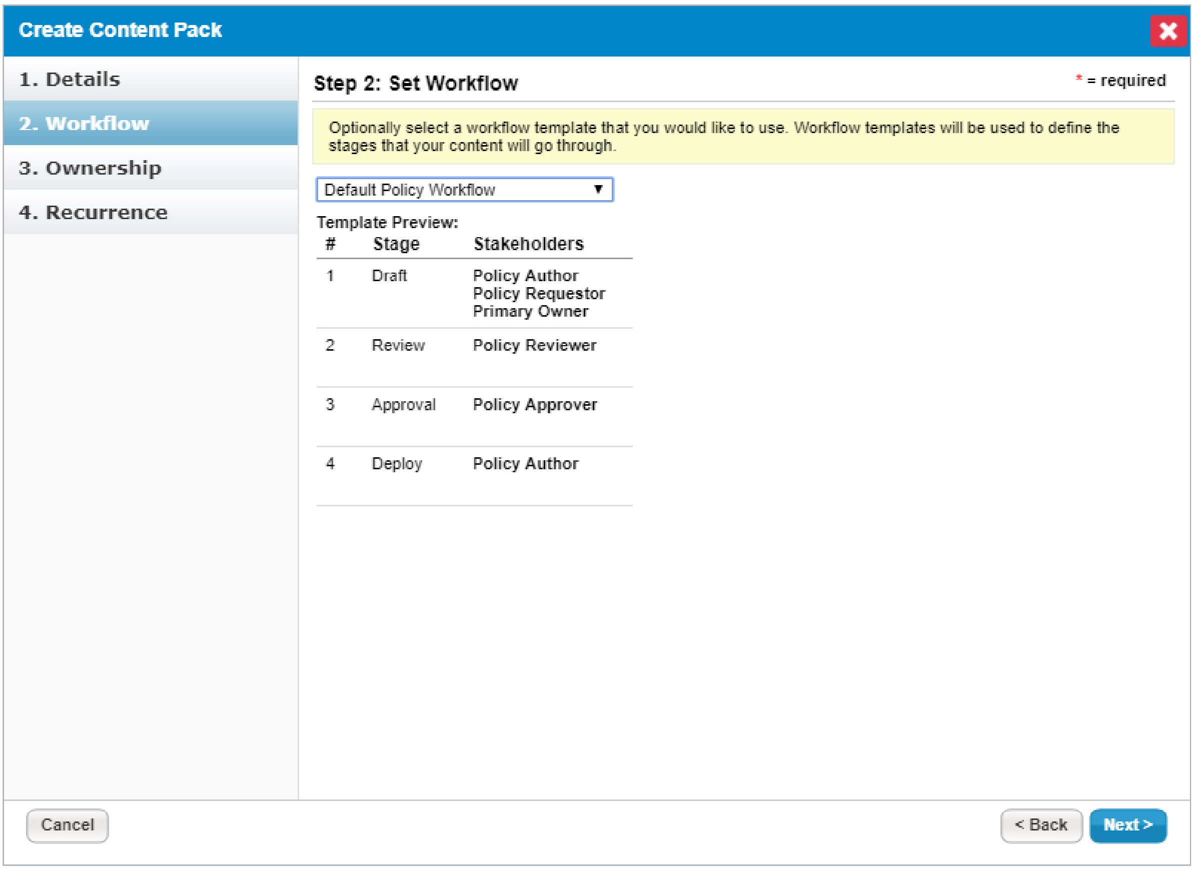
To create a new content pack:

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 Details page on the Create Content Pack wizard.

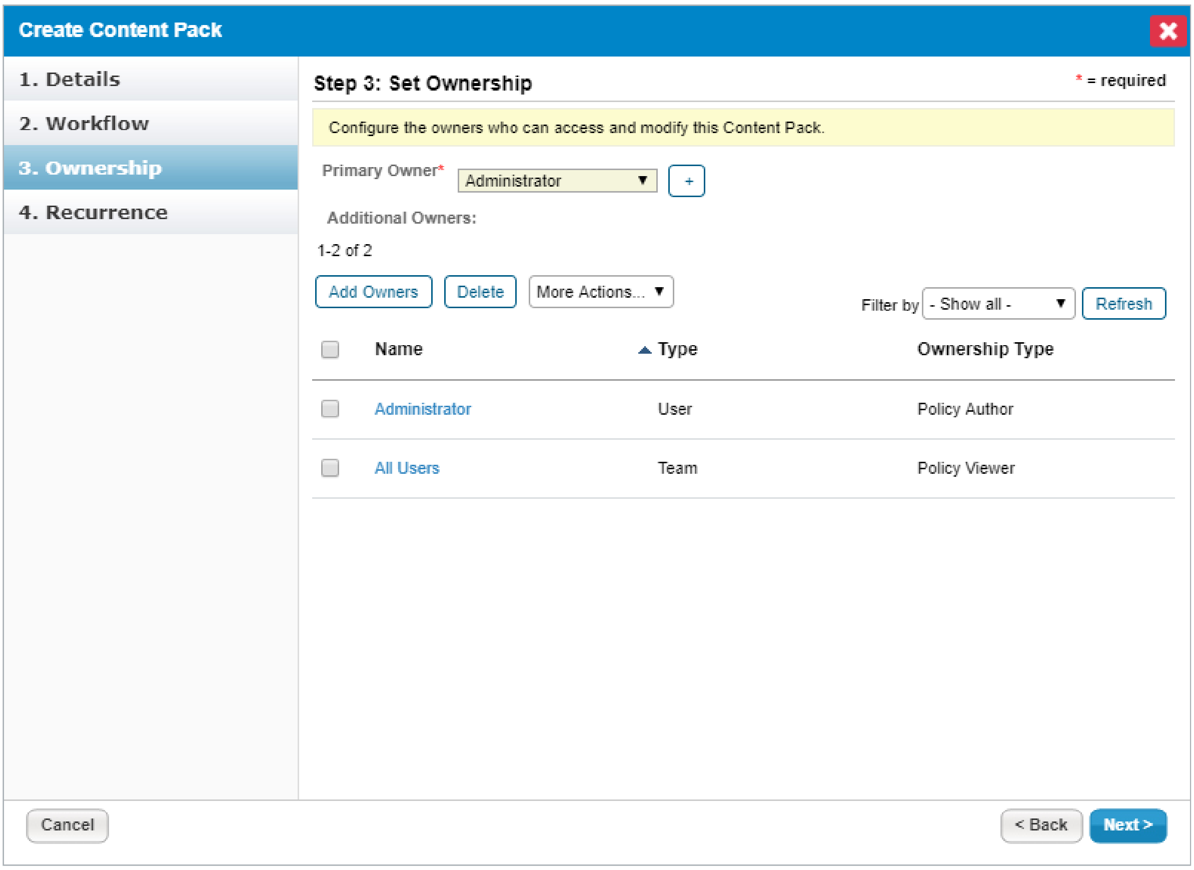
5. Click **Next**.
6. Select the workflow that you want to follow when creating this content pack.



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**.



The Ownership page.

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

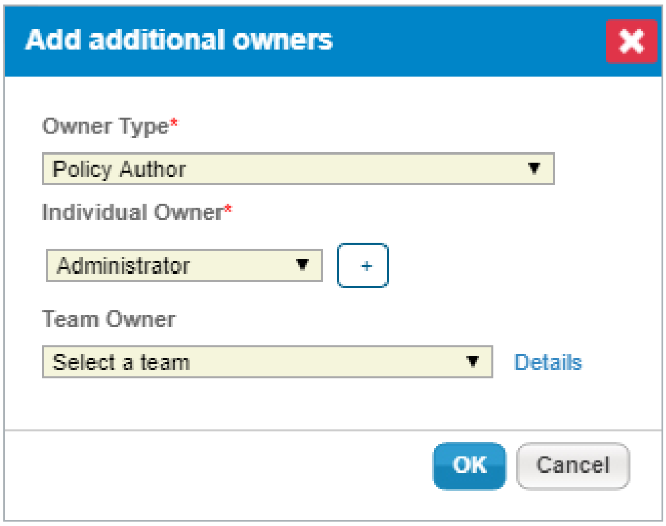
    a. Click **Add Owners**.

    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.

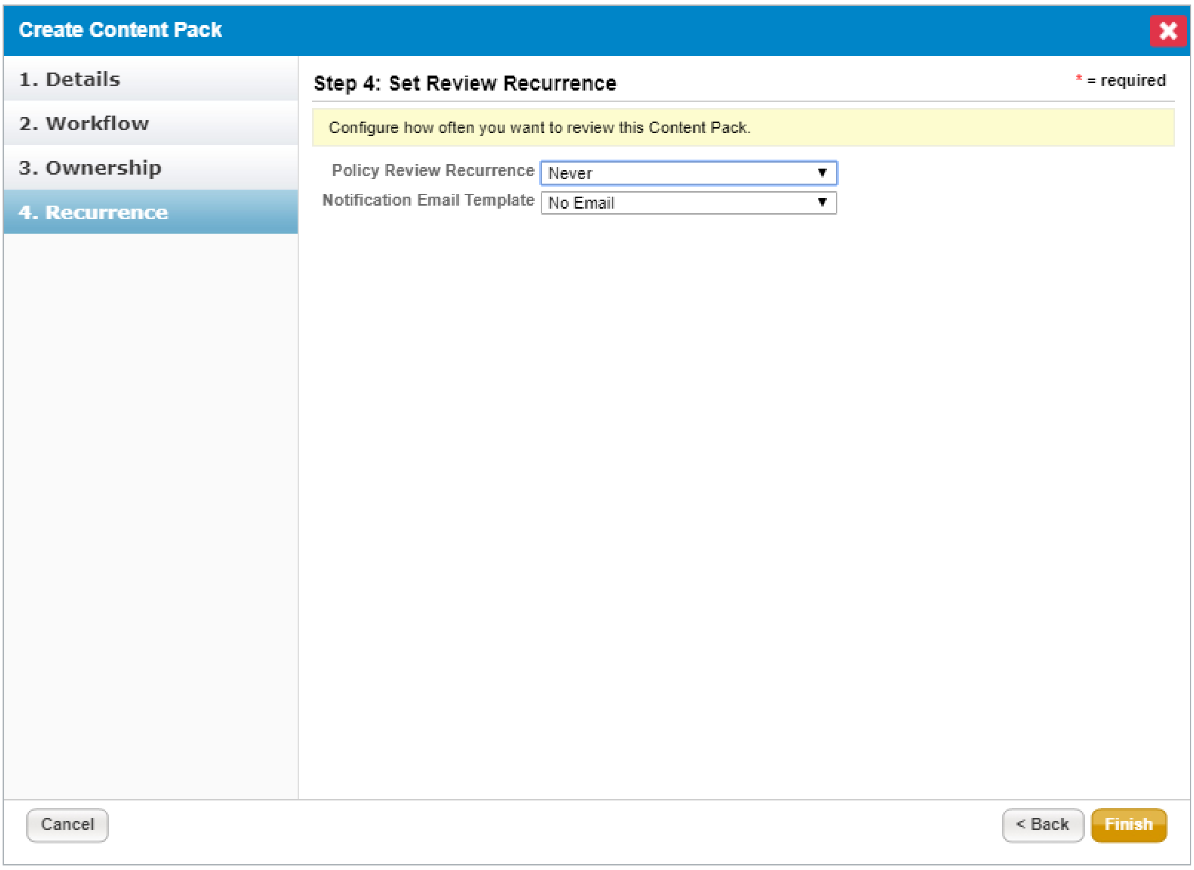
    e. Click **OK**.



The Add Additional Owners dialogue 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.