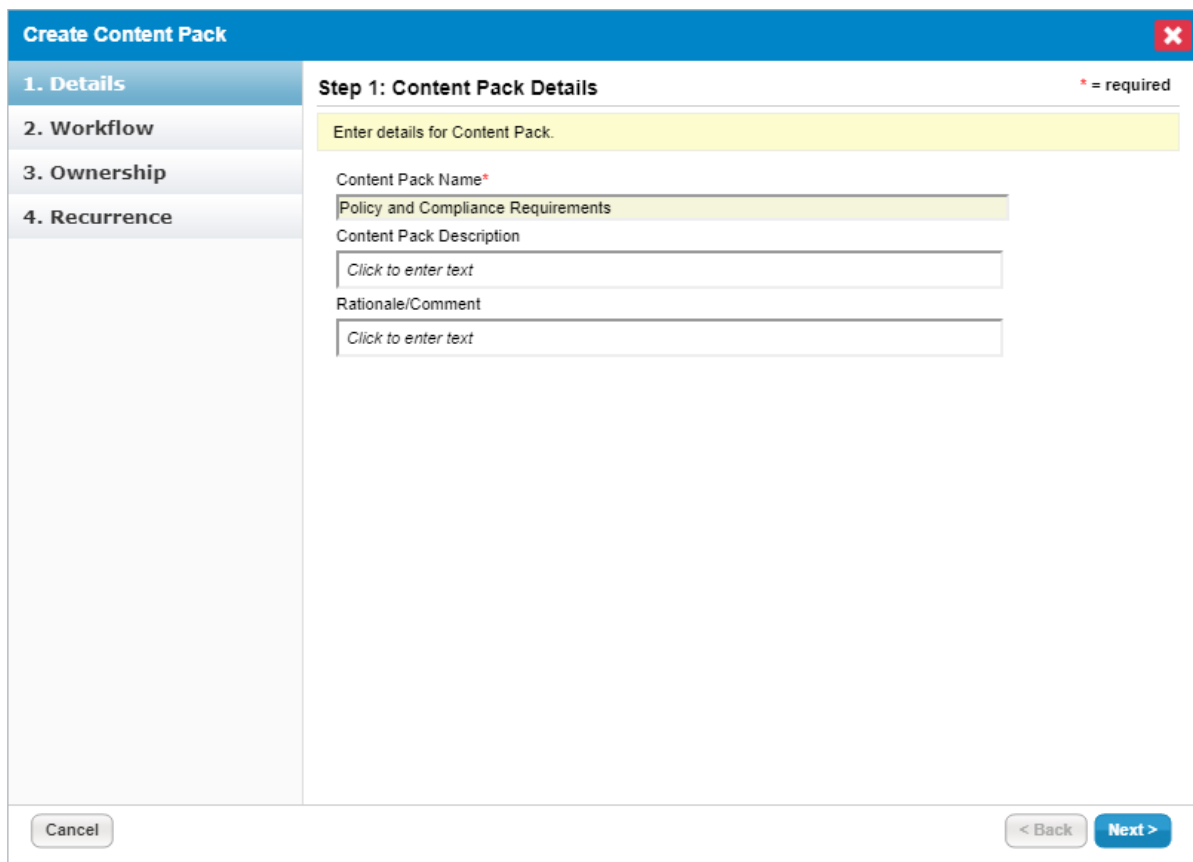


## Create a New Content Pack

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". The interface is divided into a left sidebar and a main content area. The sidebar contains four menu items: "1. Details", "2. Workflow", "3. Ownership", and "4. Recurrence". The main content area is titled "Step 1: Content Pack Details" and includes a legend indicating that an asterisk (\*) denotes a required field. Below the legend, there are three text input fields: "Content Pack Name\*" (with the value "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 of the wizard, there are three buttons: "Cancel", "< Back", and "Next >".

*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.

Default Policy Workflow ▾

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

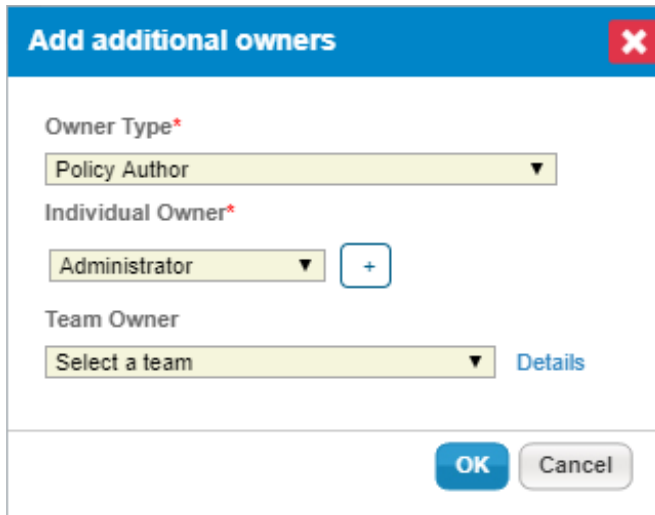
<input type="checkbox"/> Name	▲ Type	Ownership Type
<input type="checkbox"/> Administrator	User	Policy Author
<input type="checkbox"/> All Users	Team	Policy Viewer

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**.



**Add additional owners** [X]

Owner Type\*  
 Policy Author ▼

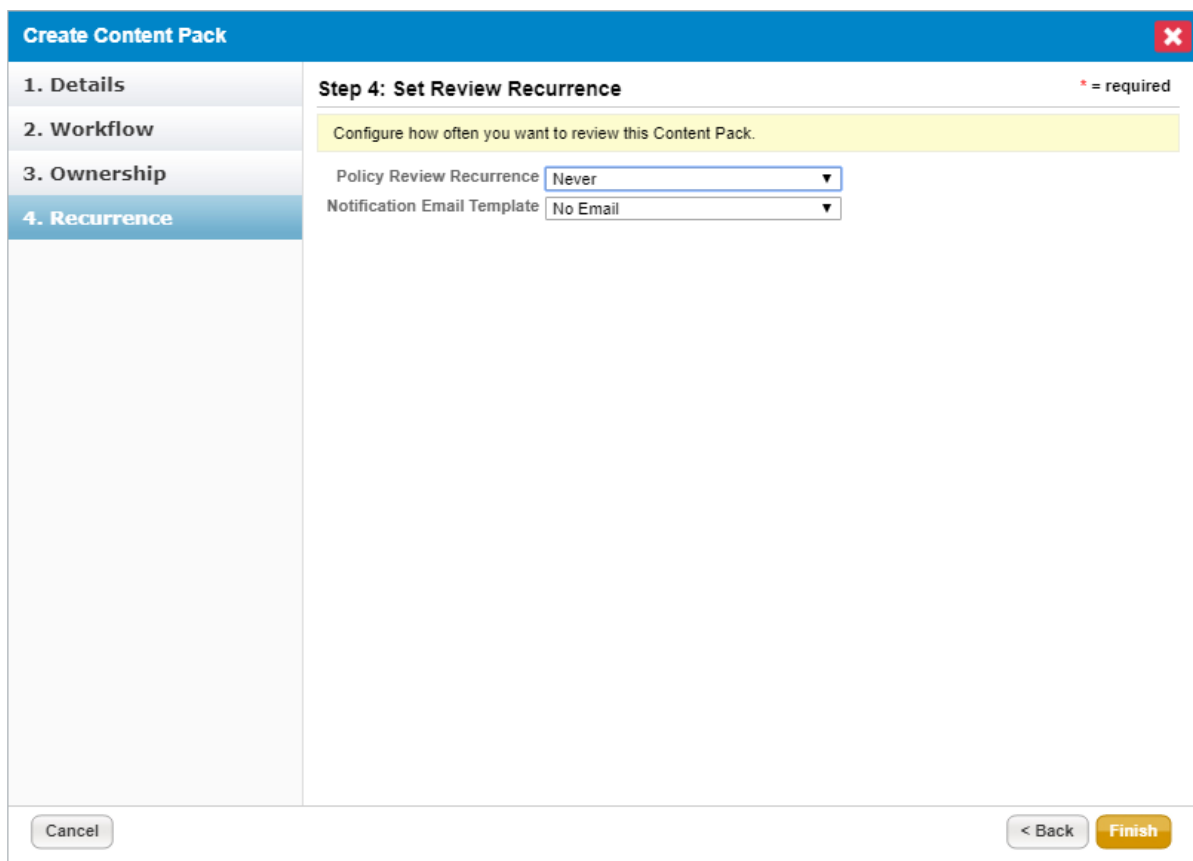
Individual Owner\*  
 Administrator ▼ [ + ]

Team Owner  
 Select a team ▼ [Details](#)

[ OK ] [ Cancel ]

*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.



**Create Content Pack** [X]

**1. Details**

**2. Workflow**

**3. Ownership**

**4. Recurrence**

**Step 4: Set Review Recurrence** \* = required

Configure how often you want to review this Content Pack.

Policy Review Recurrence: Never ▼

Notification Email Template: No Email ▼

[ Cancel ] [ < Back ] [ Finish ]

*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.