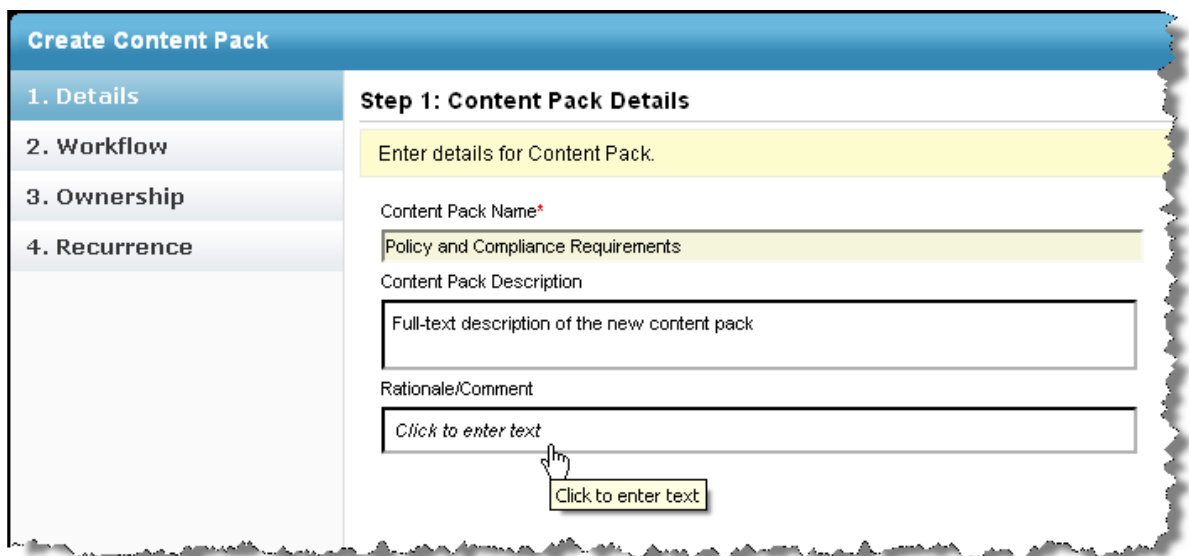


## Create a New Content Pack

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 **Risks** 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**.



The screenshot displays the 'Create Content Pack' wizard interface. On the left is a sidebar with four steps: '1. Details' (selected), '2. Workflow', '3. Ownership', and '4. Recurrence'. The main area is titled 'Step 1: Content Pack Details' and contains a yellow instruction bar: 'Enter details for Content Pack.' Below this are three input fields: 'Content Pack Name\*' with the value 'Policy and Compliance Requirements', 'Content Pack Description' with the value 'Full-text description of the new content pack', and 'Rationale/Comment' with the placeholder 'Click to enter text'. A mouse cursor is hovering over the 'Rationale/Comment' field, and a tooltip with the text 'Click to enter text' is visible below it.

*The Details page on the Create Content Pack wizard.*

4. Enter a name, description, and any comments you want to add to the version log.
5. Click **Next**.

**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.

Click here to [refresh](#) the list of templates.

Choose an existing workflow template

OR

**Template Preview:**

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

*The Workflow page.*

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

**Create Content Pack** ✕

**1. Details**

**2. Workflow**

**3. Ownership**

**4. Recurrence**

**Step 3: Set Ownership** \* = required

Set Content Pack ownership.

Primary Owner\*

Filter by

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

*The Ownership wizard page.*

- Optional:** To change the primary owner, select a different user from the primary owner drop-down. To remove an owner, click check the owner row and click **Delete**. To add another user, click **Add Owners**.

*The Select Owners dialog.*

9. Click **Owner Type** and select an owner type. For more information, see [Configuring Ownership Types](#).
10. Click **Individual Owner** and select a user. Skip this option to assign a team only.
11. Click **Team Owner** and select a team. Skip this option to assign a user only.
12. Click **OK**.
13. Click **Next**.

*The Recurrence wizard.*

14. 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.
15. 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.