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**.

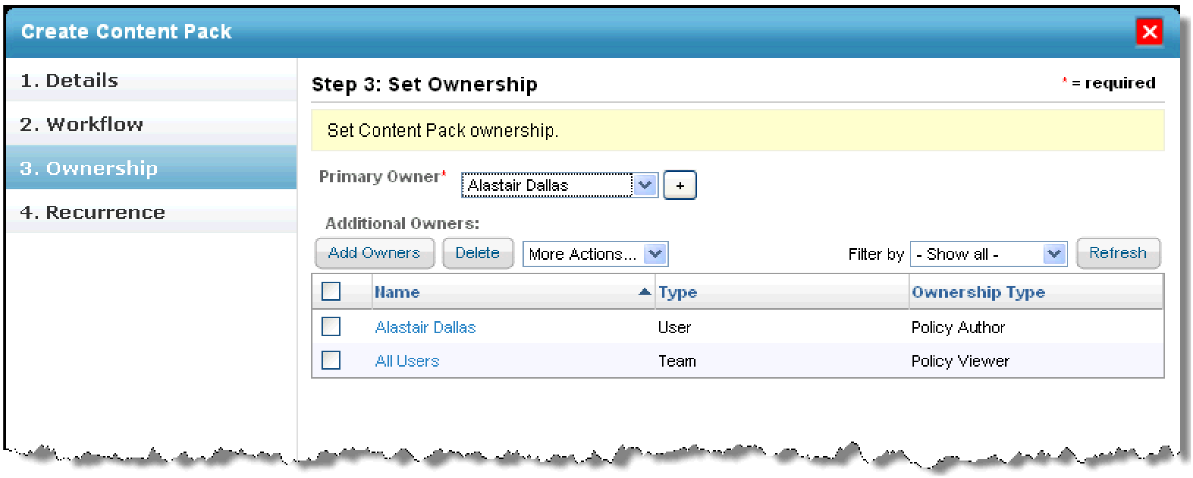
The Details page on the Create Content Pack wizard.

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

The Workflow page.

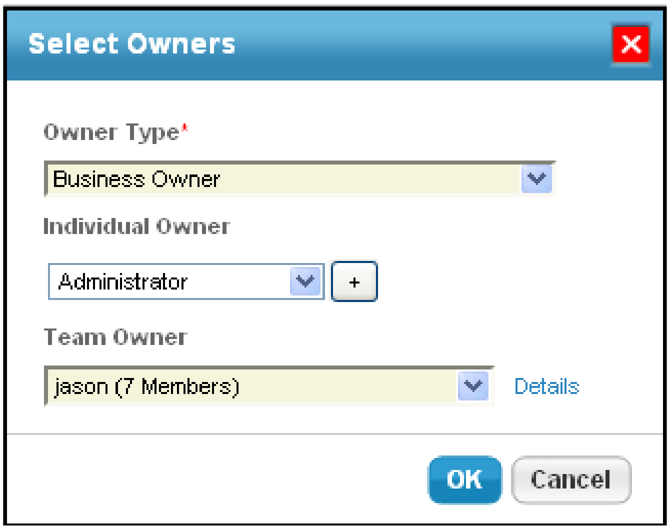
6. Select the workflow that you want to follow when creating this content pack.

7. Click **Next**.



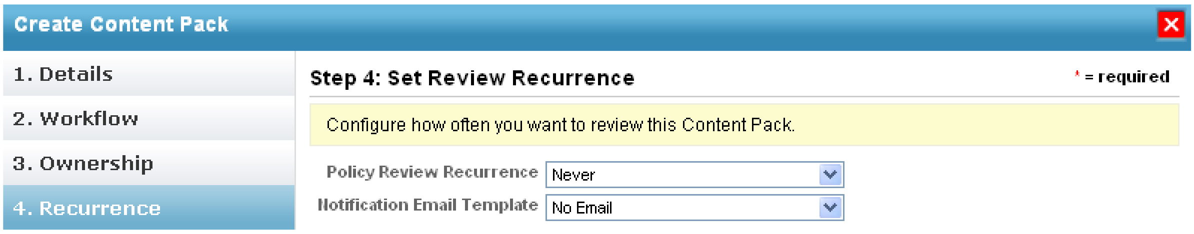
The Ownership wizard page.

8. **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.