



Policy Acceptance

When creating a policy you may wish for this to be deemed mandatory for certain (if not all) users to read & confirm. This can be done within the permissions upon creating a policy.

The majority of permissions are fairly standard across all of Claromentis applications, allowing for Viewing, Editing, and Deleting, etc. However, there is one permission that is unique to the Policy Manager - **Target Distribution**. This permission is what we need to define if a policy is mandatory for a specific individual or group of users.

POL - Title

☒ Summary ☐ Related Items ☒ Permissions

Policy Permissions

Start typing to add... Browse Remove

All registered
Role: Administrators

☒ View Policy
☒ Target Distribution
☐ Feedback Consultancy
☐ Edit Properties
☐ Edit Content
☐ Delete Policy

[View effective permissions...](#)

Submit

Image 1: The permissions tab when creating a new policy

When you are part of the Target Distribution group, you will see the policy appear when accessing the front-end. The policy will only display when in the Distribution status which means it is ready for you to read & confirm.

Please note: Any policies that are deemed mandatory for you as an individual will be listed at the top of the screen whereas policies you have viewing permissions to and/or have already accepted will be displayed at the bottom.

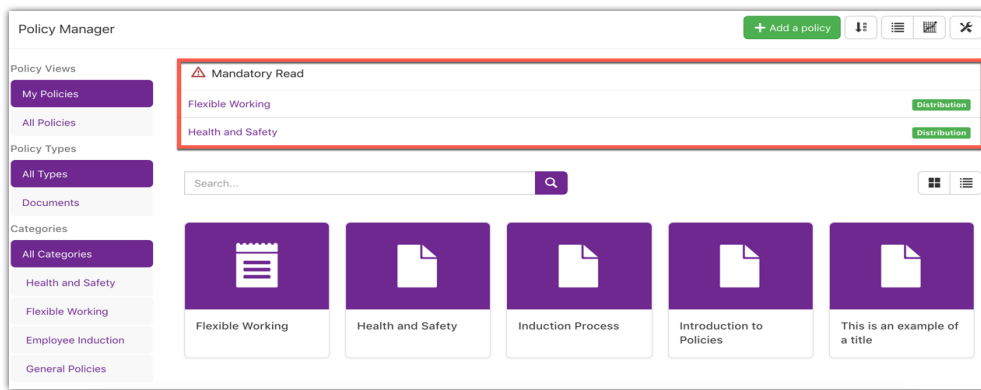


Image 2: The front end view of the policy manager

When accessing one of your mandatory policies, you will be introduced to this screen where you can confirm the policy.

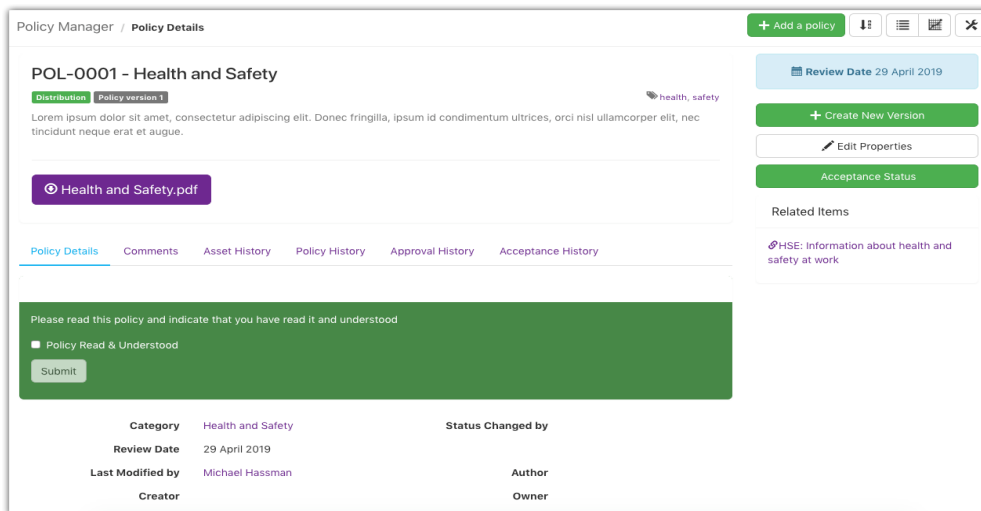


Image 3: A policy view when you are the target distribution

Confirming the policy indicates that you have read and understood the content of the documentation.

Please note: It is not actually required for the user to read the documentation before confirming. Though if they do this and then breach this policy then they can be held accountable as they are confirming their understanding of the policy.

With the appropriate permissions, you will also have access to the 'Acceptance Status' button on the right-hand side of the page above.

This will allow you to observe the full list of users this policy has been sent to as a mandatory policy as well as be able to view if they have accepted the policy and send reminders to users who have yet to do so, by clicking the send reminder button on the right-hand side.

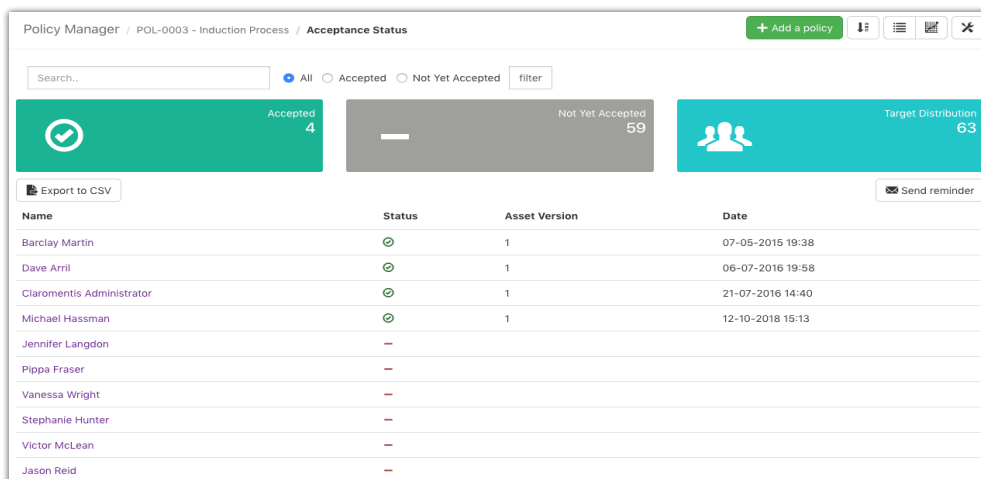


Image 4: Acceptance status view

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Tags: [policy](#), [user](#), [accept](#), [acceptance](#)