Link to article: https://discover.claromentis.com/knowledgebase/articles/512/policy-manager-read-accept

Policy Manager: Read & Accept

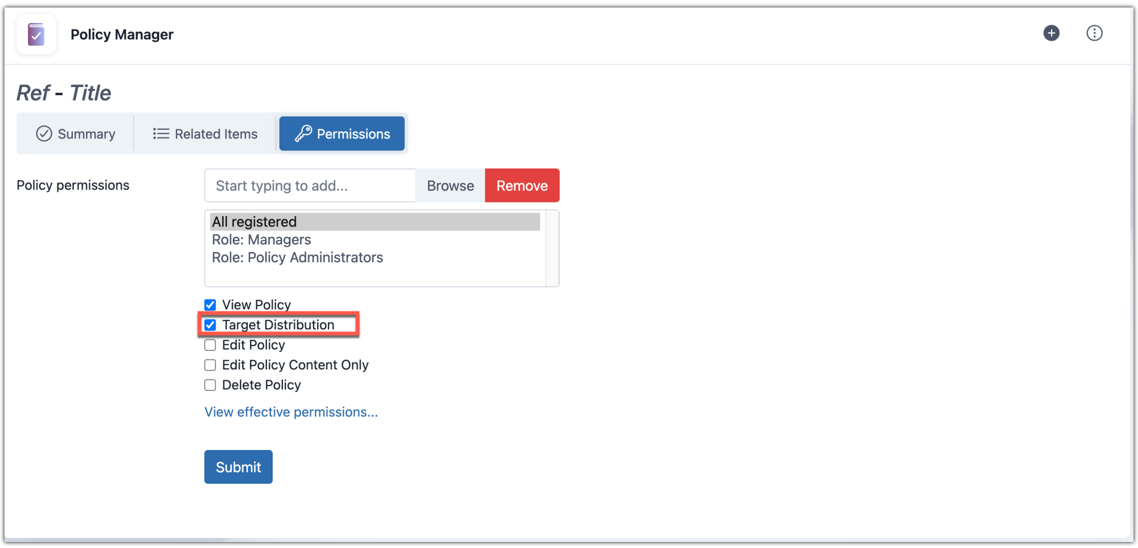
Some policies will only ever need to be viewed by your user base, so it's fine to only give users/roles/groups the 'view' permission and fulfil this purpose.

For others, you may wish users to record that they have also read & accepted the content.

In the Intranet, this is controlled by additionally giving users/roles/groups the 'target distribution' permission.

Target distribution

For any Policy you wish users to read & accept, they will need to be given the 'target distribution' permission for it.



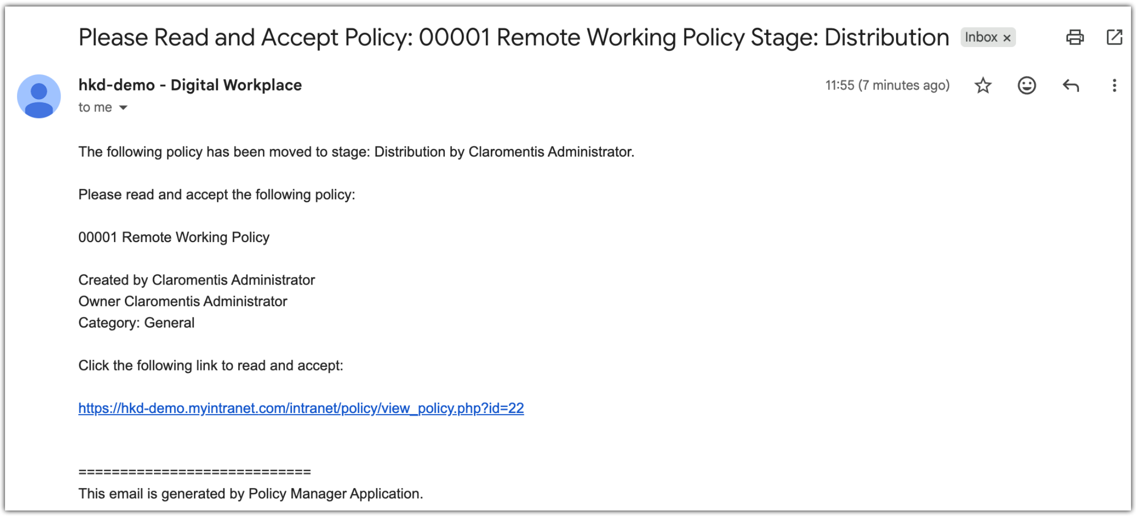
There is no way to apply this permission to a whole policy category or type; it is instead set per policy.

This means the users creating your policies need to be vigilant when assigning the permissions and ensure they give the appropriate users/roles/groups the 'target distribution' permission before saving a policy in 'distribution' status.

How a user can find policies to read & accept

Users can find and open the policies for which they have the 'target distribution' permissions, so they can read & accept them in the following ways.

- Through notifications


Please Read and Accept Policy: 00001 Remote Working Policy Stage: Distribution Inbox ×

hkd-demo - Digital Workplace 11:55 (7 minutes ago)

to me

The following policy has been moved to stage: Distribution by Claromentis Administrator.

Please read and accept the following policy:

00001 Remote Working Policy

Created by Claromentis Administrator
Owner Claromentis Administrator
Category: General

Click the following link to read and accept:

https://hkd-demo.myintranet.com/intranet/policy/view_policy.php?id=22

============================
This email is generated by Policy Manager Application.

Policy acceptance notifications will be sent to users in the target distribution:

- In the format chosen in user notification preferences, e.g. in system, email, both
- When a policy is put into 'distribution' status
- When a new policy version is created
- When the 'send reminder' feature is used for users who have not yet accepted the policy

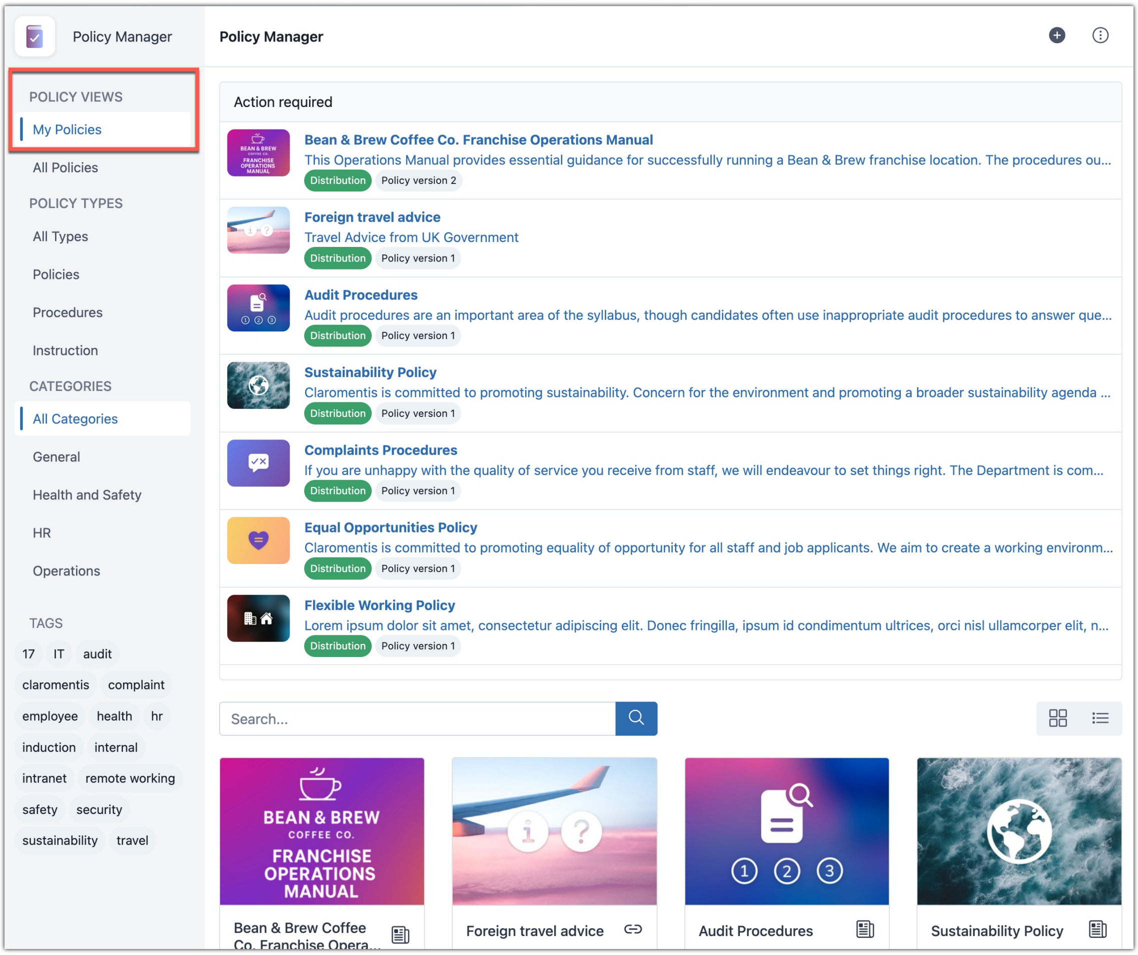
Policy acceptance notifications will not be sent:

- To users added to the target distribution in a policy that is already live (in 'Distribution')
- To the user who makes a policy live (whether for a new policy overall or a new version of an existing policy) even if they are in the 'Target Distribution'
- To the user who sends a reminder, even if they have not yet accepted the policy, they send the reminder for

Please review our guide on policy notifications to understand more.

- The front end of the policy manager

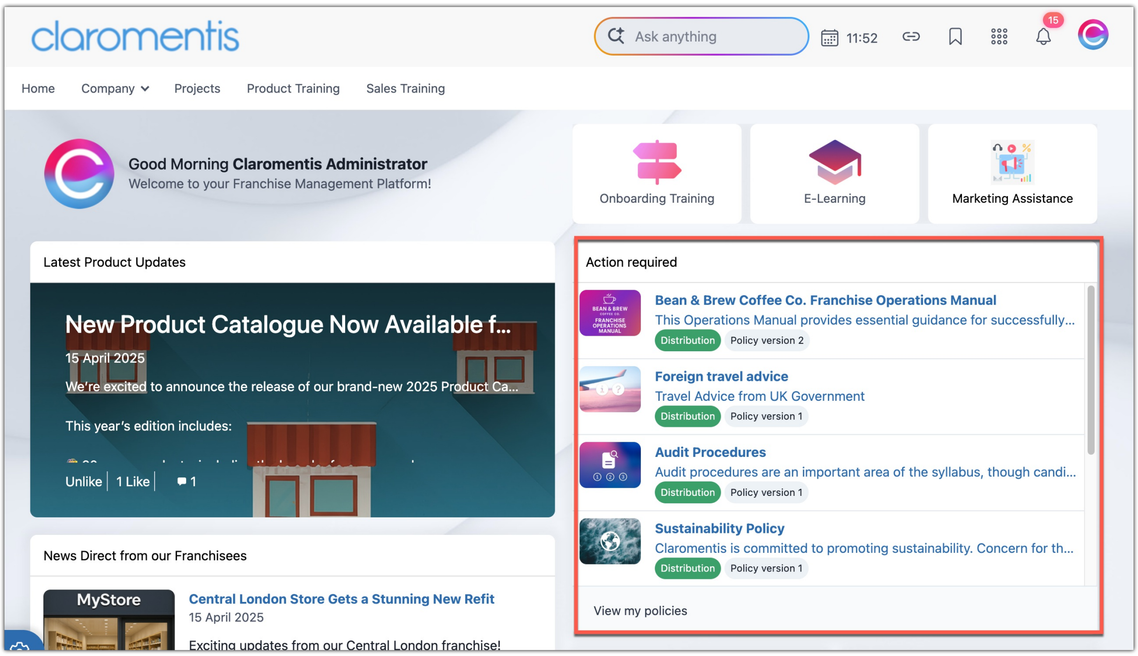
When accessing Applications > Policy Manager and clicking into the 'My Policies' view, a user will be shown all policies they have been asked to read & accept (they have the 'target distribution' permission for)



Please note: It is possible to change which view opens by default on the admin side of the application. So if this has been changed to 'All policies', users will need to click into the 'My policies' tab themselves to view the list.

- The Policy Manager page component

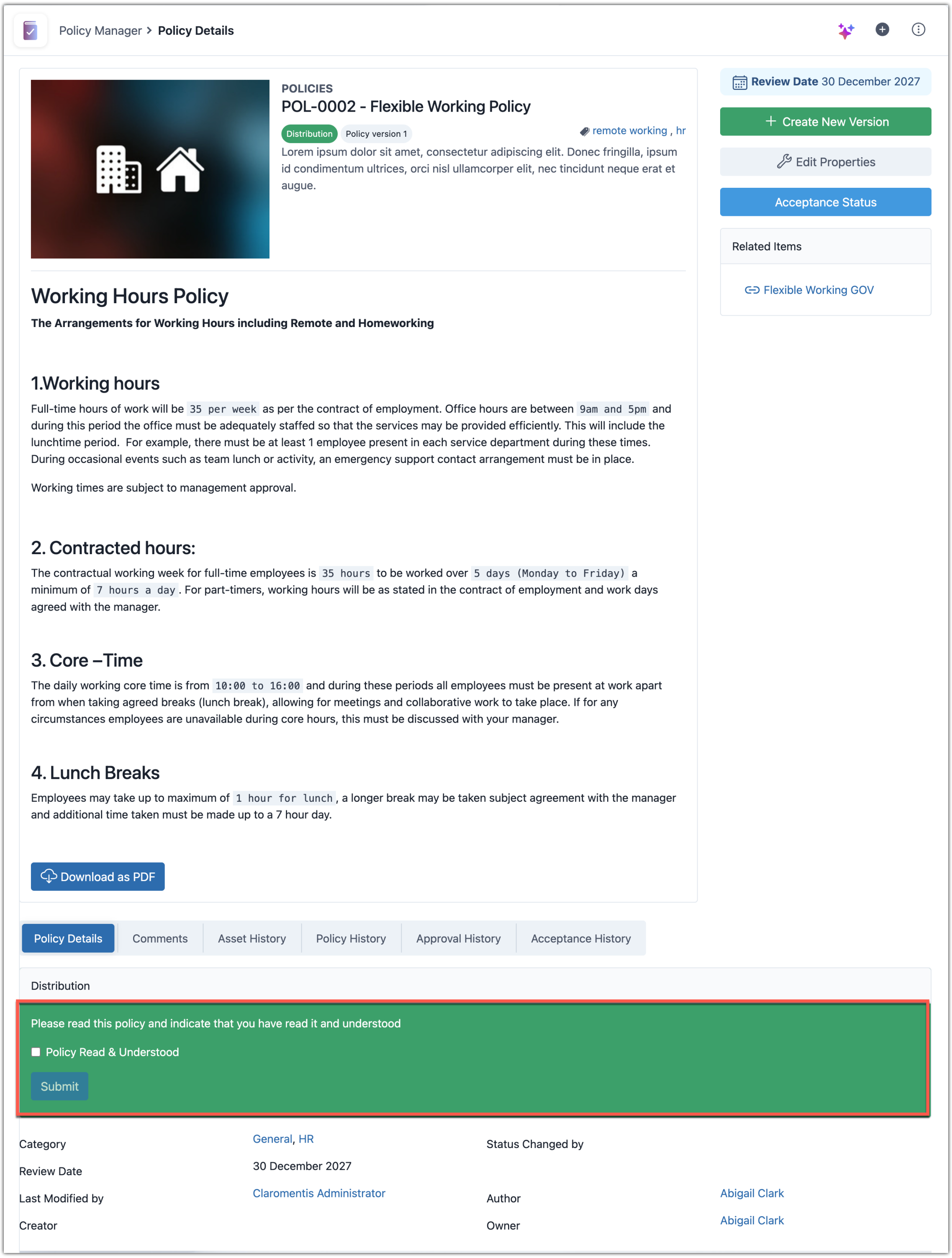
If your team have used the corresponding Policy component on pages of your site, the settings can be tweaked to show users the list of polices they are in the target distribution for, and have been asked to read & accept.



The Read & Accept area

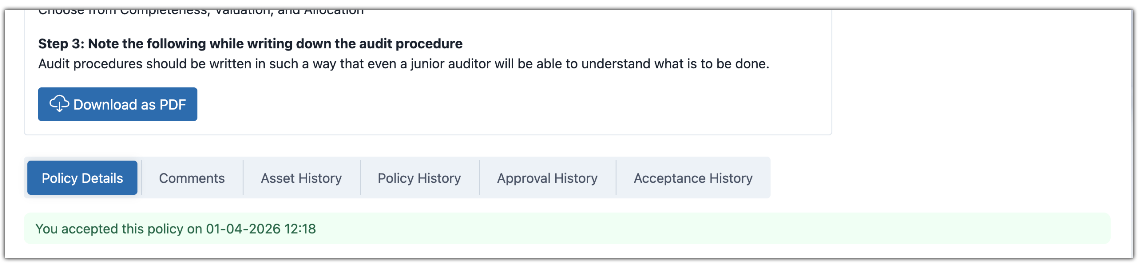
Once a user has opened a policy from any of the aforementioned areas, a green acceptance box will appear at the end of all policies for which a user has the 'target distribution' permission.

(The acceptance text can be altered per policy when being created)



They can check the box and click 'submit' to record that they have read and accepted its content, which is logged in the audit.

This timestamp will display in the policy to the user.



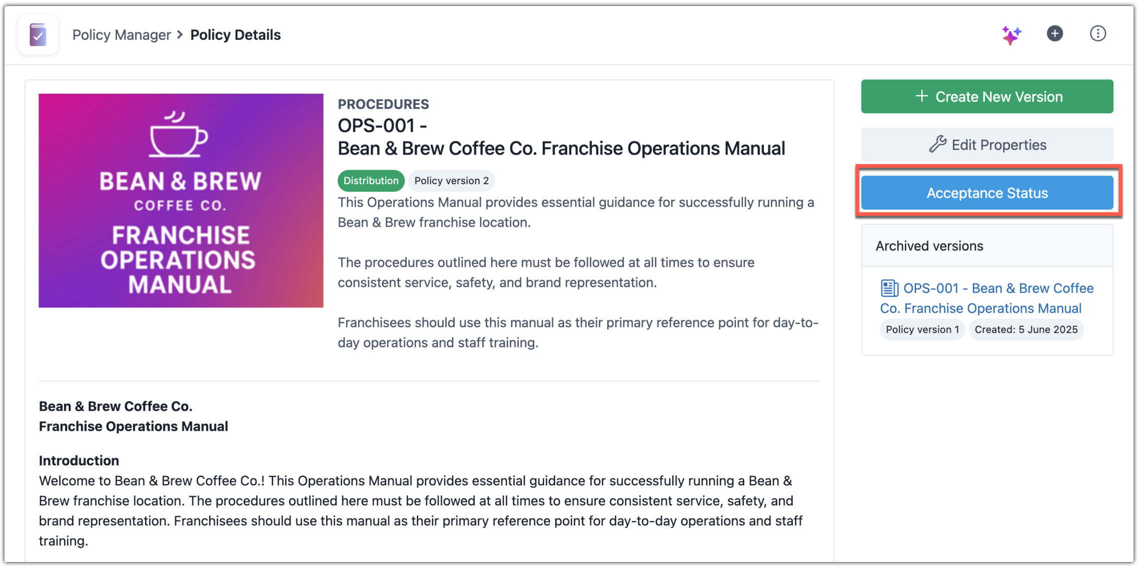
Users can no longer accept the policy, and the only way they will be prompted for this is if an administrator creates a new version of the policy and the user is again given 'target distribution' permission.

Please note: Claromentis cannot control whether a user actually reads the policy content before marking their acceptance. The responsibility is on the user themselves to only check the box if and when they have read and understood all included content.

Acceptance status area

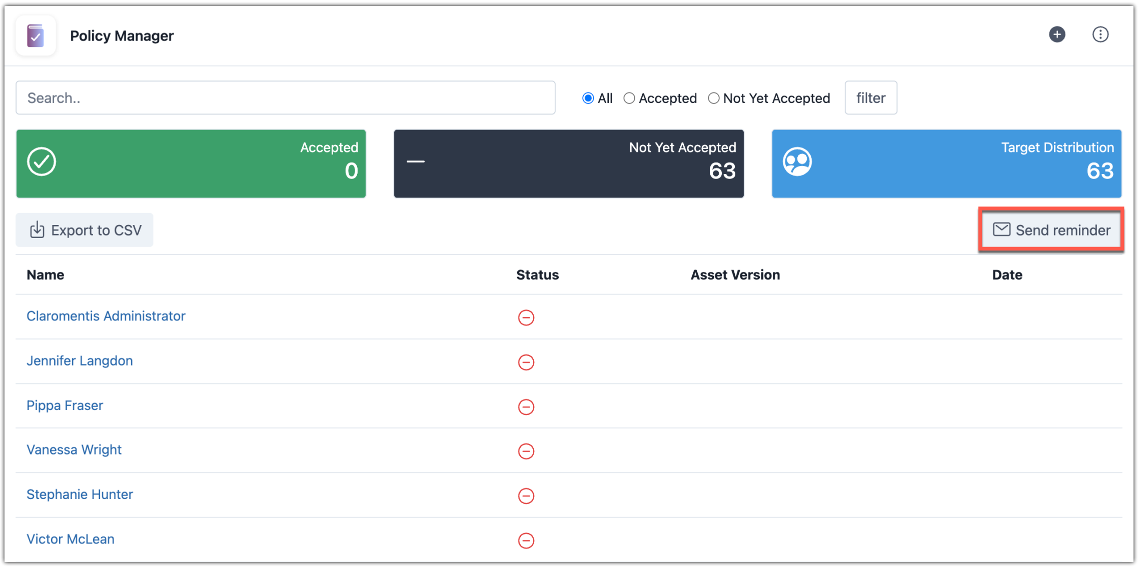
Once a policy has been made live, any users who have asked to accept it will begin to.

The date on acceptance is stored under the 'acceptance status' tab:



This is only accessible to users with 'Edit Policy' permissions.

From here, administrators can see who has already accepted the policy and send a reminder (to only those who have not yet accepted) if necessary.



Created on 1 April 2026 by Hannah Door
Tags: policy, user, accept, acceptance