



Policy Manager: Asset types

There are 4 asset types to choose from when [creating a new policy](#).

Policy Manager

Ref - Title

Summary | Related Items | Permissions

Ref.*

Type

Title.*

Description

Acceptance text

Cover image

Category.*

Tags

Asset Type.* File upload Page File from Documents Weblink

No file chosen

STATUS

Do not send notification

Set status expiry Date

Set review Date

Owner.*

Author.*

The appropriate one to use will depend on how your team has decided to create policies in the intranet in general, and the status of the current policy you wish to create.

Generally, clients will choose one 'main' asset type to create policy content, then supplement this with other types as they manage them over time if required.

The most popular asset type is 'Page', and most of our clients use this to create policies directly in the intranet, but you may wish to use the other types if you already have policies saved in files or elsewhere.

This guide details how each asset type works, how it appears in the Intranet and how to manage them over time:

- [File upload](#)
- [Page](#)
- [File From Documents](#)
- [Weblink](#)

File upload

This asset type allows uploading an existing file from your computer, which embeds the policy content on the page for users to interact with.

Your browser doesn't support video.
Please download the file: video/mp4

Edits to policy content over time would need to be applied to the original document, and this would be re-uploaded in the Intranet as a new policy version by administrators with [appropriate permissions](#).

This asset type is useful if your company already has copies of policies in file formats, e.g. PDF, Word doc, etc., as they can be uploaded directly.

Page

With this asset type, the body content of a policy is created within CK Editor by manually typing text in, uploading images or videos, and adding styles.

This results in policy content being read directly from the page.

Your browser doesn't support video.
Please download the file: video/mp4

Edits over time are wholly managed in the Intranet per policy and can be actioned by policy administrators with [appropriate permissions](#).

This asset type is useful if you want policy content to be part of the Intranet, as it can be interacted with within the policy application, rather than requiring edits offline or in other locations to be maintained.

This is the most popular way to share policy content across our clients, as it makes the Intranet essential and [drives engagement](#).

There is a certain amount of manual work to create the policies and set up permissions appropriately, but once the initial bulk has been done, the remaining process going forward is to add new policies when needed and manage those already existing.

(If you have PDFs of policies already, you can copy/paste these into the page asset type rather than uploading them)

File from Documents

This asset type relies on policy content already being stored in [the Documents application](#).

If you have content saved there, select this option and use the picker to choose a file from the heirarchy:

Your browser doesn't support video.
Please download the file: video/mp4

Edits to policy content for this asset type should take place in the original Document application file location by users with [appropriate rights to create new document versions](#). The Policy will update to reflect any changes made, as this is simply an embed of the original file.

If the original file is deleted, it will be removed from the Policy, and [Policy administrators](#) can edit this to resolve, either by uploading more content or changing the asset type.

If the Policy is deleted, the original file in the Documents application is unaffected.

This asset type is useful if you have already imported documents that include policy content. If this is not the case for you, we recommend using another asset type.

Weblink

This asset type is a hyperlink to an external location where policy content has been stored.

From the front end, a button will appear for users to follow:

Your browser doesn't support video.
Please download the file: video/mp4

If the policy needs to be acknowledged (i.e. read & accepted), users will have to check the acceptance box from within the Intranet for it to be logged in the acceptance history. Accepting a policy outside of Claramentis will not be recorded within the intranet.

This asset type is useful if your policies are already stored on another website or are not specific to your company, but users still need to read them, e.g. from your country's government

Downloading Policies

On the admin side of the application, administrators can decide whether a button to download content to PDF will appear in policies:

Admin > Policy Manager > Configuration

Configuration

Policy Reference Pattern

Policy items per page

10

Allow minor edits
This allows policy content to be edited during the distribution stage by creating a new version of the asset. It should only be used for minor edits such as correcting spelling errors. Users who have accepted the policy will not be asked to accept it again. The asset version accepted by the user is tracked.

Yes No

Filters display
Display the filters menu when viewing a single policy

Yes No

Set Policy Manager landing page to All Policies

Yes No

Show download as PDF

Yes No

Save Configuration

If 'yes', a download button will appear against all asset types apart from weblink.

Otherwise, changing this to 'no' removes the button.

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Sample Document 3.pdf

Policy Details | Comments | Asset History | Policy History | Approval History | Acceptance History

Category	HR	Status Changed by	Claromentis Administrator
Last Modified by	Claromentis Administrator	Author	Claromentis Administrator
Creator	Claromentis Administrator	Owner	Claromentis Administrator

Created on 31 March 2026 by [Hannah Door](#)

Tags: [policy](#), [policy manager](#), [user guide](#), [asset](#)