



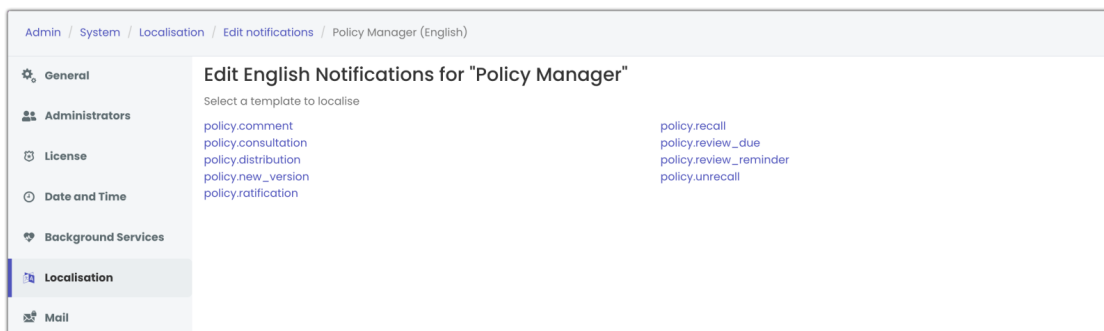
Policy Manager Notifications

We will provide an overview of available Policy Manager notifications.

Notifications are attached to Policy Manager permissions and there are some caveats which are explained below.

To find out more, check out our guide on [Policy Manager permissions](#).

Templates for each language can be viewed and [edited](#) from **Admin > System > Localisation > Edit templates > Policy Manager**.



Notification not sending?

Remember: The type of notification received by users e.g. email, in-system, none etc will depend on their preferences as outlined [here](#).

If a notification is not evident, check that the recipient's preferences are correct to receive this how they would expect.

Standard Notifications

To accept/deny a Policy

policy.distribution

Admin / System / Localisation / Edit notifications / Policy Manager (English) / policy.distribution

Edit Notification

Editing the notification template "policy.distribution"

Language
English

Template subject

```
1 Please Read and Accept Policy: {{ ref_code|raw }} {{ title|raw }} Stage: {{ stage_title|raw }}
2 <br />
3 Please read and accept the following policy:<br />
4 <br />
5 {{ ref_code }} {{ title }}<br />
6 {{ description }}<br />
7 Created by {{ creator }}<br />
8 Owner {{ owner }}<br />
9 Category: {{ category }}<br />
10 <br />
11 Click the following link to read and accept:<br />
12 <br />
13 <a href="{{ link }}">{{ link }}</a><br />
14 <br />
15 <br />
16 =====<br />
17 This email is generated by Policy Manager Application.<br />
18
```

Template Body

This notification will fire when a Policy has been put into 'Distribution' status (it has been made live) and the recipients will be users with 'Target Distribution' permission so that they can read and accept the policy.

claromentis

What are you looking for? 13:01

Home Company Department Dashboards Compliance Forms Learning Projects How do I IT

Every procedure must state:

- The assertion tested
- The audit procedure
- The reason for the procedure

Each of these points is explained below.

Step 1 – Identify
Audit procedures are performed in order to test financial statement assertions. Therefore, the first step in explaining an audit procedure is to identify the assertion that needs to be tested.

Step 2: Identify the audit procedure
Choose from Completeness, Valuation, and Allocation

Step 3: Note the following while writing down the audit procedure

STATUS

Draft
Consultation
Ratification
✓ Distribution
Test
Archive

Set status expiry Date

Set review Date

☐ Recall this policy

Owner* Michael Christian

Author* Michael Christian

Policy Manager

PDR-0003 – Audit Procedures

☒ Summary ☐ Related Items ☒ Permissions

Policy Permissions

Start typing to add...

Role: Administrators
All registered

☒ View Policy
☒ Target Distribution
☐ Consultation / Vetting
☐ Ratification
☐ Edit Policy
☐ Edit Policy Content Only
☐ Delete Policy
☐ test

[View effective permissions...](#)

Please note: The user that moves the policy into distribution status will NOT receive a notification even if they are in 'target distribution' permission.

Send reminder

This feature can be used by an administrator to send the distribution email template to any users who have not yet accepted the policy.

Policy Manager

Search...

All

Accepted

Not Yet Accepted

filter

Accepted0

Not Yet Accepted65

Target Distribution65

Export to CSV

Send reminder

Name	Status	Asset Version	Date
Claramentis Administrator	-		
Jennifer Langdon	-		
Pippa Fraser	-		
Vanessa Wright	-		
Stephanie Hunter	-		
Victor McLean	-		

policy.new_version

Admin / System / Localisation / Edit notifications / Policy Manager (English) / policy.new_version

General

Administrators

License

Date and Time

Background Services

Localisation

Mail

Configuration

Labs

Edit Notification

Editing the notification template "policy.new_version"

LanguageEnglish

Template subject1 Please Read and Accept New Version of Policy: {{ ref_code|raw }} {{ title|raw }}

Template Body1 The policy {{ ref_code|raw }} {{ title|raw }} has been replaced by new version.
2
3 Click the following link to read and accept:
4
5 {{ new_link }}
6
7
8
9 This email is generated by Policy Manager Application.
10
11

This notification will fire when a new Policy version has been uploaded (for an existing Policy) and the recipients will be users with 'Target Distribution' permission so that they can read and accept the new version of the Policy.

Policy Manager / Policy Details

PROCEDURES

PDR-0003 – Audit Procedures

DistributionPolicy version 2

Audit procedures are an important area of the syllabus, though candidates often use inappropriate audit procedures to answer questions. The following tips will help you to understand the concepts and write appropriate audit procedures.

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Every procedure must state:

- The assertion tested
- The audit procedure
- The reason for the procedure

Each of these points is explained below.

Step 1 – Identify

Audit procedures are performed in order to test financial statement assertions. Therefore, the first step in explaining an audit

Create New Version

Edit Properties

Acceptance Status

Policies and ProceduresINS-0001 - Induction Process Instruction

Archived versionsPDR-0003 – Audit Procedures

Please note: The user that creates the new policy version will NOT receive a notification even if they are in 'target distribution' permission.

To recall a Policy

policy.recall

Admin / System / Localisation / Edit notifications / Policy Manager (English) / policy.recall

Edit Notification

Editing the notification template "policy.recall"

Language
English

Template subject
1 {{ ref_code|raw }} {{ title|raw }} Stage: {{ stage_title|raw }} requires your attent

Template Body
1 The following policy has been withdrawn, and eventually the admin will delete it or
2

3 {{ ref_code }} {{ title }}

4 {{ description }}

5 Created by {{ creator }}

6 Owner {{ owner }}

7 Category: {{ category }}

8

9 Click the following link to view:

10

11 {{ link }}

12

13 =====

14 This email is generated by Policy Manager Application.]

This notification will fire when a Policy is put into 'Recall', a pop-up will appear to allow the administrator to choose whether to send a notification or not.

If this is chosen, the notification will be sent to all users in the 'Target Distribution' permission.

claromentis

What are you looking for? 13:05

Home Company Department Dashboards Compliance Forms Learning Projects How do I IT

Audit procedures are performed in order to test financial statement assertions. Therefore, the first step in explaining an audit procedure is to identify the assertion that needs to be tested.

Step 2: Identify the audit procedure
Choose from Completeness, Valuation, and Allocation

Step 3: Note the following while writing down the audit procedure
Audit procedures should be written in such a way that even a junior auditor will be able to understand what is to be done.

STATUS Distribution
☐ Do not send notification

Set status expiry Date

Set review Date

☒ Recall this policy

Owner* Michael Christian Browse

Author* Michael Christian Browse

claromentis

What are you looking for? 13:07

Home Company Department Dashboards Compliance Forms Learning Projects How do I IT

Audit procedures are performed in order to test financial statement assertions. Therefore, the first step in explaining an audit procedure is to identify the assertion that needs to be tested.

Step 2: Identify the audit procedure
Choose from Completeness, Valuation, and Allocation

Step 3: Note the following while writing down the audit procedure
Audit procedures should be written in such a way that even a junior auditor will be able to understand what is to be done.

STATUS Distribution
☐ Do not send notification

Set status expiry Date

Set review Date

☒ Recall this policy

Owner* Michael Christian Browse

Author* Michael Christian Browse

Recall

You are about to recall this policy

☒ Send notification to users?

policy.unrecall

Admin / System / Localisation / Edit notifications / Policy Manager (English) / policy.unrecall

Edit Notification
Editing the notification template "policy.unrecall"

Language
English

Template subject
1 {{ ref_code|raw }} {{ title|raw }} Stage: {{ stage_title|raw }} requires your attent

Template Body
1 The following policy has been reactivated.

2

3 {{ ref_code }} {{ title }}

4 {{ description }}

5 Created by {{ creator }} Owner {{ owner }}

6 Category: {{ category }}

7

8 Click the following link to view:

9

10 {{ link }}

11

12 =====

13 This email is generated by Policy Manager Application.

14 |

This notification will fire when a Policy is reactivated (when it was previously recalled), and a pop-up will appear to allow the administrator to choose whether to send a notification about this or not.

If this is chosen the notification will be sent to all users in the 'Target Distribution' permission.

Recall

You are about to reactivate this policy

☒ Send notification to users?

Submit Cancel

STATUS Distribution

Set status expiry Date

☐ Do not send notification

Set review Date

Recall this policy

Owner* Michael Christian

Author* Michael Christian

Submit

Caveats for acceptance notifications

If you were expecting acceptance (distribution, new version templates above) notification from the Policy Manager that was not received this is due to either:

1. The action being performed was expected to trigger an email that doesn't in reality
2. User [notification preferences](#) are set so these are not being generated in the format they expect e.g. they have preferences set to send notifications to the in-system messenger only and not email (either by default or for Policy Manager as a whole)

Use the below criteria to check the action you are performing is expected to trigger a notification, and separately to confirm that the user expected to receive this has their preferences set correctly.

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

If a review date has been set on a Policy

policy.review_reminder

Admin / System / Localisation / Edit notifications / Policy Manager (English) / policy.review_reminder

General

Administrators

License

Date and Time

Background Services

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Integrations

Edit Notification

Editing the notification template "policy.review_reminder"

Language

English

Template subject

1

{{ ref_code|raw }}, {{ title|raw }}

Stage: {{ stage_title|raw }}

requires your atten

Template Body

1

The review date for the following policy is going to expire in {{ days_left }}

2

3

{{ ref_code }}, {{ title_safe }}

4

{{ description }}

5

Created by {{ creator }}

6

Owner {{ owner }}

7

Category: {{ category }}

8

9

Click the following link to view:

10

11

{{ title }}

12

13

14

This email is generated by Policy Manager Application.]

This notification will fire 15 days before the entered review date and will be received by users with the 'Edit Policy' permission to the Policy so they can action this.

Audit procedures are performed in order to test financial statement assertions. Therefore, the first step in explaining an audit procedure is to identify the assertion that needs to be tested.

Step 2: Identify the audit procedure

Choose from Completeness, Valuation, and Allocation

Step 3: Note the following while writing down the audit procedure

STATUS

Distribution

Set status expiry Date

Do not send notification

Set review Date

05-07-2024

Recall this policy

Owner*

Michael Christian

Browse

Author*

Michael Christian

Browse

Submit

Policy Manager

PDR-0003 – Audit Procedures

Summary

Related Items

Permissions

Policy Permissions

Start typing to add...

Browse

Remove

All registered

Role: Administrators

☒ View Policy

☒ Target Distribution

☒ Consultation / Vetting

☒ Ratification

☒ Edit Policy

☒ Edit Policy Content Only

☒ Delete Policy

☐ test

View effective permissions...

Submit

policy.review_due

This notification will fire on the day the entered review date is met and will be received by users with the 'Edit Policy' permission to the Policy so they can action this.

Admin / System / Localisation / Edit notifications / Policy Manager (English) / policy.review_due

General

Administrators

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Integrations

Edit Notification

Editing the notification template "policy.review_due"

Language

English

Template subject

1 {{ ref_code|raw }} {{ title|raw }} Stage: {{ stage_title|raw }} requires your attent

Template Body

1 The review date for the following policy is going to expire today:

2

3 {{ ref_code }} {{ title }}

4 {{ description }}

5 Created by {{ creator }}

6 Owner {{ owner }}

7 Category: {{ category }}

8

9 Click the following link to view:

10

11 {{ title }}

12

13

14 =====

15 This email is generated by Policy Manager Application.

16

If your team set up an approval process in Policy Manager

The labels of statuses Policies can move through can be renamed as well as one extra status (between 'Distribution' and 'Archive') included if required.

If renamed or made active, the label will update in the permissions box to the new title.

The notifications for each status work the same and will have the updated title showing in them when received (if changed from the default title)

The statuses can be edited from **Admin > Policy Manager > Statuses**:

Admin / Policy Manager / Status Details

Policy permissions

Categories

Policy Types

Status Details

Policy Default Permissions

User Report Permissions

Configuration

Status details

Enabled	Name *		Duration (days)	Rights Label *
<input type="checkbox"/>	Draft	Draft		n/a
<input checked="" type="checkbox"/>	<input type="text" value="Consultation"/>	Consultation		<input type="text" value="Consultation / Vetting"/>
<input checked="" type="checkbox"/>	<input type="text" value="Ratification"/>	Ratification		<input type="text" value="Ratification"/>
<input type="checkbox"/>	Distribution	Distribution		n/a
<input checked="" type="checkbox"/>	<input type="text" value="Test"/>	Test		<input type="text" value="test"/>
<input checked="" type="checkbox"/>	<input type="text" value="Archive"/>	Archive	n/a	n/a

This is an optional feature, as your team may not require an approval process, in which case the standard 'Draft' and 'Distribution' statuses alone can be used.

policy.consultation

Admin / System / Localisation / Edit notifications / Policy Manager (English) / policy.consultation

General

Administrators

License

Date and Time

Background Services

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Integrations

Edit Notification

Editing the notification template "policy.consultation"

Language

English

Template subject

1 {{ ref_code|raw }} {{ title|raw }} Stage: {{ stage_title|raw }} requires your attention

Template Body

1 The following policy has been {% if is_new_policy %} created {% else %} edited and
2

3 {{ ref_code }} {{ title }}

4 {{ description }}

5 Created by {{ creator }}

6 Owner {{ owner }}

7 Category: {{ category }}

8

9 Click the following link to view:

10

11 {{ link }}

12

13 This stage will be expired on {{ expiry_date }}

14

15 =====

16 This email is generated by Policy Manager Application.

17

This notification will fire when a Policy has been put into 'Consultation' status and will be sent to user(s) with permission to that status of theapproval process so they can approve/reject the policy.

This status can be renamed, and if it has the notification will reflect that title and not 'Consultation' which is the default.

claromentis

What are you looking for?

13:36

Home Company Department Dashboards Compliance Forms Learning Projects How do I IT

Step 1 – Identify

Audit procedures are performed in order to test financial statement assertions. Therefore, the first step in explaining an audit procedure is to identify the assertion that needs to be tested.

Step 2: Identify the audit procedure

Choose from Completeness, Valuation, and Allocation

Step 3: Note the following while writing down the audit procedure

STATUS

Set review Date

Set status expiry Date

Recall this policy

Owner* Michael Christian Browse

Author* Michael Christian Browse

Submit

Draft

Consultation

Ratification

Distribution

Test

Archive

policy.comment

Admin / System / Localisation / Edit notifications / Policy Manager (English) / policy.comment

General

Administrators

License

Date and Time

Background Services

Localisation

Mail

Configuration

Labs

Edit Notification

Editing the notification template "policy.comment"

Language

English

Template subject

1 {{ commented_by|raw }} made a comment in Policy: {{ ref_code|raw }} - {{ title|raw }}

Template Body

1 {{ commented_by|raw }} made a comment in Policy: {{ ref_code }} - {{ title }}

2

3 Policy approval by comment: {{ approval_status }}

4 Comment:

5 {{ comment_msg }}

6

7 Policy Stage: {{ stage_title }}

8

9 {{ link }}

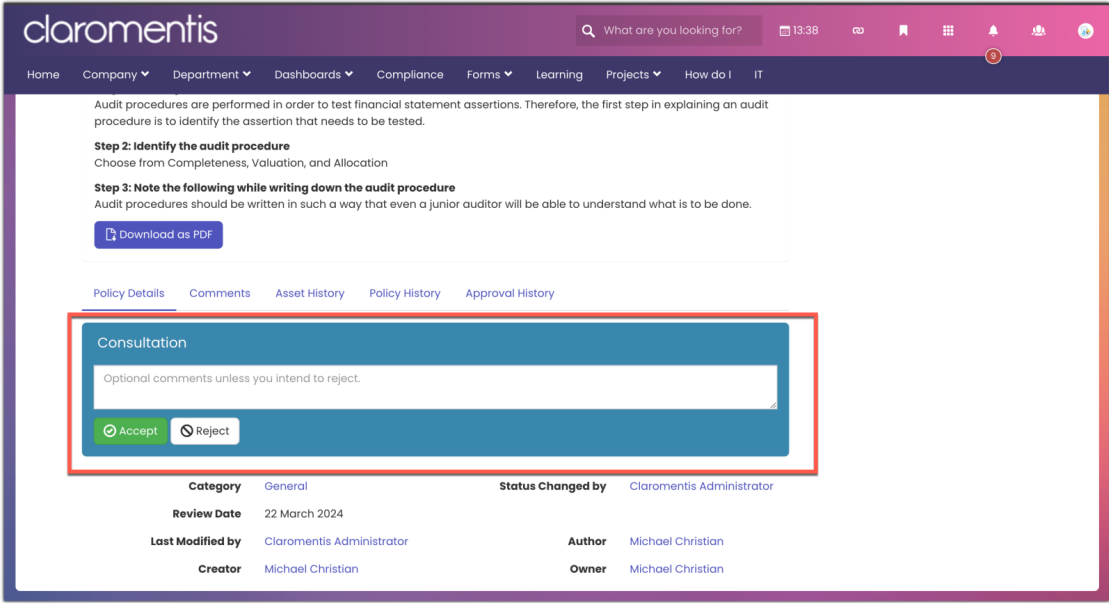
10

11 =====

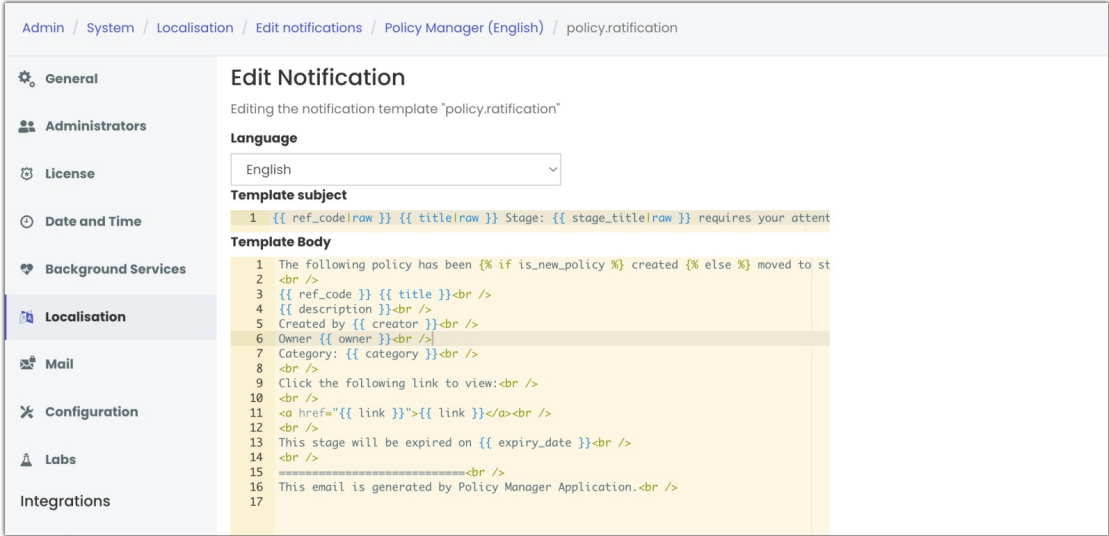
12 This email is generated by Policy Manager Application.

This notification will fire when a comment is added to a Policy that is in a status that requires approval.

Recipient(s) will be the user(s) with permission to that status of the [approval process](#) when approving/rejecting the policy.



policy.ratification



This notification will fire when a Policy has been put into 'Ratification' status and will be sent to user(s) with permission to that status of the [approval process](#) when approving/rejecting the policy.

This status can be renamed, and if it has the notification will reflect this title and not 'Ratification' which is the default.

claromentis

What are you looking for?

13:40

Home

Company

Department

Dashboards

Compliance

Forms

Learning

Projects

How do I

IT

Each of these points is explained below.

Step 1 – Identify

Audit procedures are performed in order to test financial statement assertions. Therefore, the first step in explaining an audit procedure is to identify the assertion that needs to be tested.

Step 2: Identify the audit procedure

Choose from Completeness, Valuation, and Allocation

Step 3: Note the following while writing down the audit procedure

STATUS

Set review Date

Draft

Consultation

✓ Ratification

Distribution

Test

Archive

Set status expiry Date

ification

Owner*

Michael Christian

x

Browse

Author*

Michael Christian

x

Browse

Submit