## *TotalCompliance*<sup>©</sup> Policy Editor Quick Start Guide

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## Section A: Policy Creation Process (New Policy Document)

#### Create a Draft

1. Log in to ComplianceBridge using your local site credentials. Single Sign-On access begins in **End User Portal** module. To access your policies, click on **Director**.



2. In the Organization dashboard, click to select your *Group*.

	My Groups   Close Groups	The University of Alabama			O Logo
	Group Name		Members	Email	Information
	University of Alabama		<i>2</i> 8%	$\bowtie$	i
	Academic Affairs	Note:	488	$\bowtie$	i
MODULE:	Capstone College of Nursing		4 <u>9</u> 8	$\bowtie$	i
Director	Capstone International		2 <u>6</u> 2	$\bowtie$	i
Logged in as Compliance Bridge	College of Arts & Sciences	You will only have access to your group(s) but you can	486	$\bowtie$	i
Logout	Brewer Porch Children's Center	see all Groups. Click "My Groups" to narrow your view.	488	$\bowtie$	i
Administrator	ROTC	see an oroups. ener riy oroups to narrow your view.			i
End User Portal	College of Community Health Sciences		486	$\bowtie$	i
Organization My Settings	Student Health Center and Pharmacy		48%	$\bowtie$	i
my securitys	University Medical Center		<i>2</i> 83	$\bowtie$	i
	College of Continuing Studies		<i>4</i> 85	$\bowtie$	i
	College of Education		8 <u>8</u> 8	$\bowtie$	i
	College of Engineering		<i>2</i> 83	$\bowtie$	i
	College of Human Environmental Sciences		488	$\bowtie$	i
	College of Communication and Information Sciences		48%	$\bowtie$	i
	Culverhouse College of Business		48%	$\bowtie$	i
	Enrollment Management		488	$\bowtie$	i
	Graduate School		<i>8</i> 85	$\bowtie$	i
	Honors College		<i>8</i> 98	$\bowtie$	i
	Office of Disability Services				i
	Office of Information Technology		<i>1</i> 25	$\bowtie$	i

3. Next, select New Document.

	=	The U	niversity of Al	labama		⑦ Logo
Ζ	Refresh All Stats		Policies		Di	splay only Group-owned documents
	Sort by Title *	Sort by Doc ID	Version	Publish Date	Members 8-Jun-21	Opened
	<ul> <li>Support &amp; Training Documents</li> </ul>					
MODULE: Director	ORED Policy Test		1.1	May 05, 2021	6	17%
Logged in as Test User		©2005-202	1 ComplianceBridge Corporation Terms of Use	I. Subject to		
Organization Sandbox and Testing						
Documents Policies						
Close Toggle Open						
Search Documents New Document Revise Document						

4. Use the pull-down menu to select a **Template**. Click **Submit** button next to template pull-down menu. Next, click the radio button in front of Policies document. Click **Submit**.



5. Complete **Document Properties** and all other document metadata on this page (i.e., Document Title).

Edit Document Properties	
Document Title:	Test Policy
Version:	1.0 Do NOT edit this field.
Document ID:	Do NOT edit this field.
Is Training Required?	Yes - All Faculty/Staff 🗸
Policy Contact	Jennifer Clark
Policy Contact Title	Institutional Compliance Coordinator
Effective Date	This is the date the policy first went into effect.
Categories:	None       Academic Policies         Accreditation       .         Unit Specific Academic Policies       Administrative Policies         Administrative Policies       .         Compliance, Risk, and Physical Safety       .         Financial Policies       .         Space Management and Permissions       .         Unit Specific Operational Policies       .         Faculty and Staff Employment Policies       .
Document Notes: +	

6. Choose a **Category** for Public Site distribution.

**Note:** The category structure on the public site is based on the subject matter of the policy, NOT necessarily the department who owns the policy. Choose the ONE category that best matches the content of the policy.

- 7. When all fields are completed on this page, click **Save**.
- 8. In the list of your Drafts folder, click on the **Document Title** to navigate to the Document Editing dashboard.
- 9. Your document has been sectioned to allow for a Header section that will auto-populate metadata keywords. Please do not edit this section.

### Edit the Content

1. In the *Policy Body* section, click **Edit** to begin typing your policy using our Online Editor.



- 2. Use our Online Editor to produce your policy content, using the menu items to format text.
- 3. IMPORTANT! Save often and return as needed to continue editing. Do not use your browser back arrow.

	The University of Alabama	() Legout
	Edit Policy Body of My New Policy, version 1.0	Return
	Dynamic knywords	
	■ 3 ▲ 水池 6 8 8 6 ちゃ 糸 忠 図 ■ 7 및 => xy x <sup>2</sup>	
MODULE:	Styles + Format + Fort + Stor + A+* A* A A A A A A A A A A A A A A A	
Director Logged in as		
Test User		-
Logout	Purpose	
Organization Sandbox and Testing	REQUIRED. Concisely state why this policy is necessary. Where applicable, include references to specific laws, board rules, or rules from regulatory bodies that the policy is intended to satisfy.	
Documents	Policy	
Unality	REQUIRED. Narrative outlining the details of the policy and/or including steps to be followed for implementing the given policy. It is acceptable to add subsections as outlined below.	
Search Documents New Document	Subheading Level One	
Revise Document	Subbrading Level Two	
Reports	Definitions	
My Settings	This is an optional section where key terms may be defined.	
	References	
	Store Clear Return	
	©2025-2021 ComplianceBridge Corporation. Subject to Terms of Use	

### Attach the Policy Tracking Form

 You must attach your completed *Policy Tracking Form* so that it routes with this document through all collaboration and approval workflows. To do this, scroll to the bottom of the page and in the *Approval* document section, click *Import*.

		[docum	ent]			
A	Units [corea] Contact [Peiro, Contact] Title: [Peiro, Contact Title] Effective Date: [Contact Title] Revision Date: [published]					
MODULE: Director		Тор				
Logged in as Test User	Policy Body (Hide)	Previous	Source Files	Add link to another Document	Import Add previously imported file	Edit
	Refresh			Add link to another bocament		saved: 2021-04-14 23:59:00
Organization Sandbox and Testing	Purpose					
	REQUIRED: Concisely state why this policy is necessary. Where applicable, include references to specific laws, board rules	s, or rules from regulatory bodies th	at the policy is intend	fed to satisfy.		
	Policy					
	REQUIRED: Narrative outlining the details of the policy and/or including steps to be followed for implementing the given p	policy. It is acceptable to add subse	ctions as outlined bel	ow.		
	Subheading Level One					
	Subheading Level Two					
	Definitions					
	This is an optional section where key terms may be defined.					
	References					
	This optional section may be used to link to supporting material including procedures, forms, and other related informatio	in.				
	Scope					
	REQUIRED: To whom does this policy apply?					
		Тор				
	Approval (Hide)	Previous	Source Files		Import	Edit
				Add link to another Document	Add previously imported file	
	Refresh A completed Policy Tracking Form is required with all new or substantively revised policies.				Last	saved: 2021-04-14 23:59:00
	Click Import to attach the completed form in this section.					
	Cito, import to actach the completed form in this section.	Тор				
		©2005-2021 ComplianceB Term	ridge Corporatior s of Use	I. Subject to		

- 2. On the next page, click Clear Approval before importing file.
- 3. Next, you will need to Import your previously saved **Policy Tracking Form**. Click **Choose File**.
- 4. Navigate on your local computer or network drive to select your completed Policy Tracking Form.



5. Once you selected your Policy Tracking Form, you will see it listed beside Choose File. Click **Load**.

	=	The University of Alabama	<li>(?) Logent</li>
<b>Z</b>		Import file for Approval of "My New Policy"	
	Select Import File:	Choose File Policy-Track ample 1 pdf Clear Approval before importing file?	
		Load Cancel	
MODULE:		02005-2021 ComplianceBridge Corporation. Subject to Terms of Use	
Director			
Logged in as Test User			
Logout			
Organization			
Sandbox and Testing			
L Documents			
Reports			
My Settings			
wy secongs			

6. Click **Ignore**. This will return you to your policy in the Document Editing Dashboard.



7. When your edits and imported Policy Tracking Form are completed, you can send for collaboration and/or approvals. Please see **Section C** for instructions on how to initiate and manage workflows.

# Section B: Policy Revision Process (Previously Published Policy Document)

- 1. Navigate to the appropriate policy group using Steps #1 and #2 under Section A: Create a Draft.
- 2. By default, you will find yourself in your **Drafts** folder. A listing of any/all policies in Draft will appear listed in the display area.
- 3. In the left side bar menu, click **Revise Document** for full access to the policies that you have access to revise.

	≡	The U	niversity of Alabama		② Lopout
A	Sort by Title	Sort by Doc ID	Document Type	Version	Sort by Date
	My New Policy		Policies	1.0	Jun 8, 2021 4:00pm
MODULE:	Attendance Policy Test		Policies	1.0	Jun 8, 2021 1:15pm
Director		©2005-202	ComplianceBridge Corporation. Subject to Terms of Use		
Logged in as Test User					
Logout					
Organization Sandbox and Testing					
Documents Drafts V					
New Document Revise Document					
Reports					

4. The next display will provide you with opportunities to select your document for revision within your ComplianceBridge folders:

**Document Type**: This is your default Folder to begin a Policy Revision, but the drop-down menu will let you select your policy folders per their current status:

**Policies**: Published policies/documents – This is your default Folder to begin a Policy Revision

*Editable Reviewer*: Documents that are already in an initiated Workflow

Template Documents: Not Applicable

Archived Documents: Not Applicable

5. Click on the **Document Title** to begin your policy revision.

7	=		versity of Alab	ama	(7) Logou
H	"Sandbox and Testing" Document Revis Select Document Type: Policies Show Catgegories	sion Select the Type of document, then the document to revise	Defaults to your "Polic	cies" folder which contains previously published policy documents.	Return
MODULE: Director	Search	Document Title 🗹 Document ID 🗹 Category Reset	Access to other Compl	ianceBridge folders is available in the drop-down menu.	
Logged in as	Document Title	Document ID	Version	Publish Date	
Test User Logout	ORED Policy Test	<b>a</b>	1.1	May 05, 2021	
	One document found.				
Organization Sandbox and Testing			Return		
		©2005-2021 Co	mplianceBridge Corporation. Subj Terms of Use	lect to	
			Terms of one		

- 6. Update the **Document Properties** and all other document metadata on this page as necessary.
  - a. Verify that the Policy Contact name and title are accurate.
  - b. Enter a <u>brief</u> summary of revisions in the **Document Notes** section.

7	=	The University of Alabama New document for Sandbox and Testing	② Logout
-4	Document Properties	Policies Document	Cancel
	Document Title:	Document Title Here	
MODULE:	Version:	1.0	
Director Logged in as Test User	Document ID:		
Logout	Training Required	Required	
Organization	Policy Contact	Jennifer Clark	
Sandbox and Testing	Policy Contact Title	Institutional Compliance Coordinator	
Documents	Effective Date	06-08-2021	
Policies  Hide Categories Close Toggle Open Search Documents New Document	Categories:	Note According Places According Places According Places Administrative Policies Complexes: Risk, and PP Armitalians Unal Specific Operational Policies Employment Places •	
Revise Document Reports My Settings	Document Notes:	Document Notes are for your eyes only	
ny seungs		Use Tracking Form to meet policy requirements and atto	ich per

- 7. When all fields are completed on this page, click **Save**.
- 8. Follow the instructions in Section A: Edit the Content.
- 9. If the policy has been substantively revised, a policy tracking form is required. Follow the instructions in <u>Section A: Attach the Policy Tracking Form.</u>
- 10. When your edits and imported Policy Tracking Form are completed, you can send for collaboration and/or approvals. Please see **Section C** for instructions on how to initiate and manage workflows.

## Section C: Initiate and Manage Workflow for Collaboration and Approval

Policy editors are expected to obtain appropriate approvals at the department and AVP/Dean level prior to forwarding the draft to the University Policy Manager for final review and approval.

The University Policy Manager will have the draft reviewed by the Office of Counsel, the Office of the Vice President/Provost, the Policy Advisory Review Committee (PARC), and the System Office. Once all appropriate approvals have been obtained, the University Policy Manager will publish the new version.

1. From the Document Editing Dashboard, click **Seek Advice/Approval**.

,   ≡		The Univer	sity of Alabama		
		My New Policy of	Sandbox and Testing		
Preview   Searchwords   S	eek Advice/Approval				
Title		My New Policy Version: 1.0 Category: Academic Policies			Edit Proper
Header (Hide)	Ê	Previous	Source Files	Import	Edit
			Add link to another Doc	Add previously imported file	
Refresh				Last sav	ed: 2021-04-14 23:59:0
ng		ALABAMA	Division of Finance and Operations		
		[docu	ment]		
Unit: [Group]					
Contact: [Policy Contact] Title: [Policy Contact Title] Effective Date: [Effective Date] Revision Date: [published]					
Title: [Policy Contact Title] Effective Date: [Effective Date]		T	90		
Title: [Policy Contact Title] Effective Date: [Effective Date]	Ê	To Previous	op Source Files	Import	Edt
Title: [Policy Contact Trile] Effective Date: [Effective Date] Revision Date: [published]	<u> </u>				Edit
Title: [Peirc centra Trie] Tiffactive Date: [Fifetorive Date] Revision Date: [sublaked] Policy Body (Hide) Refresh	Ê		Source Files	Add previously imported file	Edk ed: 2021-04-14 23:59:
Itile: (Pairo Contar Tiel) Iffective bate (Effective Date) Revision Date: (zubished) Policy Body (Hde) Refresh Purpose		Previous	Source Files Add link to another Doc	Add previously imported file	
Itile: (Pairo Contar Tiel) Iffective bate (Effective Date) Revision Date: (zubished) Policy Body (Hde) Refresh Purpose			Source Files Add link to another Doc	Add previously imported file	
Itile: (Pairo Contar Tiel) Iffective bate (Effective Date) Revision Date: (zubished) Policy Body (Hde) Refresh Purpose		Previous	Source Files Add link to another Doc	Add previously imported file	
Title: [bioly clean Tria] Titlet: built: [filterin cuile: Revision Date: [subther] Policy Body (Hes) Revises Purpose ReQUERS: concel state why the p Policy	Ney is necessary. Where applicable, include refere	Previous	Source Files Add link to another Doo es that the policy is intended to satisfy.	Add previously imported file	
Title: [bioly clean Tria] Titlet: built: [filterin cuile: Revision Date: [subther] Policy Body (Hes) Revises Purpose ReQUERS: concel state why the p Policy	Ney is necessary. Where applicable, include refere	Previous	Source Files Add link to another Doo es that the policy is intended to satisfy.	Add previously imported file	

2. The next display will provide flexible options to configure each workflow according to document-specific requirements.

7	The University of Alabama Sandbox and Testing	② Logout
A	Get MoveQueproval Sen:2Hy New Nebrg-Terrsin 1.0         I.       @:sek Approval and Comments (Not Editable)         O. Allow Editing and Comments (No Approval)	Return
MODULE: Director Logged in as	Search P 2, List of all Users Selected Advisors	
Test User Logout Organization Sandbox and Testing L Documents Deatts ~ Search Documents New Document	Solie / Advances (Justice)	
Revise Document Reports My Settings	<ol> <li>Additional Email Measure: Drymamic Keywords         You can ado up pilicy-specific message here and this will add a upreial         paragraph to the default email template.         She add Conform         She add Conform         Description:         Description:</li></ol>	
	©2005-2021 ComplianceBirdge Corporation. Subject to Terms of Use	

Section 1: Choose the appropriate option.

• Seek Approval and Comments (Not Editable): Sends an email to your chosen recipients with a document link providing direct navigation to the document in their Reviewer folder. Recipients will be able to view but NOT edit your policy. Comments/feedback is provided but not mandatory. Recipients will be asked to Approve or Reject your workflow.

**NOTE:** This option locks the draft from editing for ALL future reviewers. If this option is selected, you will not have the choice to allow subsequent reviewers to have edit privileges unless you start a new draft.

 Allow Editing and Comments (No Approval): Sends an email to your chosen recipients with a document link providing direct navigation to the document in their Reviewer folder. Recipients will be able to view and/or edit the document, working directly in your policy/document. Comments/feedback is provided but not mandatory. Recipients will be asked to Submit their edits and/or comments.

#### Section 2:

Choose workflow recipients from the List of All Users in the left column.

You can use the search function, searching by recipient last name (type in last name and click magnifying class icon).

Click on the recipient(s) name to highlight and use the large right arrow to move recipients in the right column list of **Selected Advisors**.

Important Tip: Put yourself in the workflow also so that you will have more managerial workflow functionality.

#### Section 3:

Use the text box to ADD to the default email template. This gives you the opportunity to add any notes to the recipients specific to this policy revision such as deadlines for review/approval, etc.

To add to the email template for this policy workflow, type your message in the text box provided.

Once you have made your selections on this page, click **Save and Continue**.

#### Section 4:

Provides advanced workflow staging, not applicable to your implementation.

#### Section 5:

#### Click Send Now.

Your revision in workflow will reside in your "Reviewer" folder within ComplianceBridge.

You will receive email status notifications when recipients edit, submit and/or approve. You will also receive a final email once all recipients have responded to let you know the document status is reading for publication.

## Section D: Send to University Policy Manager

When ready for publication, repeat <u>Section C: Steps 1 and 2</u> to send your policy via a Seek Advice/Approval workflow to the UA Policy Manager, who will be responsible for final review and publication.

Please make sure you choose to send this workflow to **Allow Editing and Comments**.

	The University of Alabama	② Logout
A	Get Advice/Approval for: "Student Employment Policy "version 1.1         1.       O Seek Approval and Comments (Not Editable)	Return
MODULE: Director Logged in as Jennifer Clark Logout Administrator End User Portal Crganization Sandbox and Testing	Search 2. Select Advisors Select Advisor (and a large mit) Advisory Groups Marker Class (crossing ) Advisory Groups Marker Class (crossing ) Baster Advisor (and a large mit) Baster Advisor (and a large mit) B	
Documents Drafts  Search Documents New Document Revise Document Copy Document Reports My Settings	Betranzetti, David (divertanzettig:) Bichop, Virginal (divertanzettig:) Bicho, Virginal (divertanzettig:) Swe and Continue Swe and Continue Bicho, Virginal (divertanzettig:) Swe and Continue	_

The publication process will display your new or revised policy on the public UA Policy webpage.