

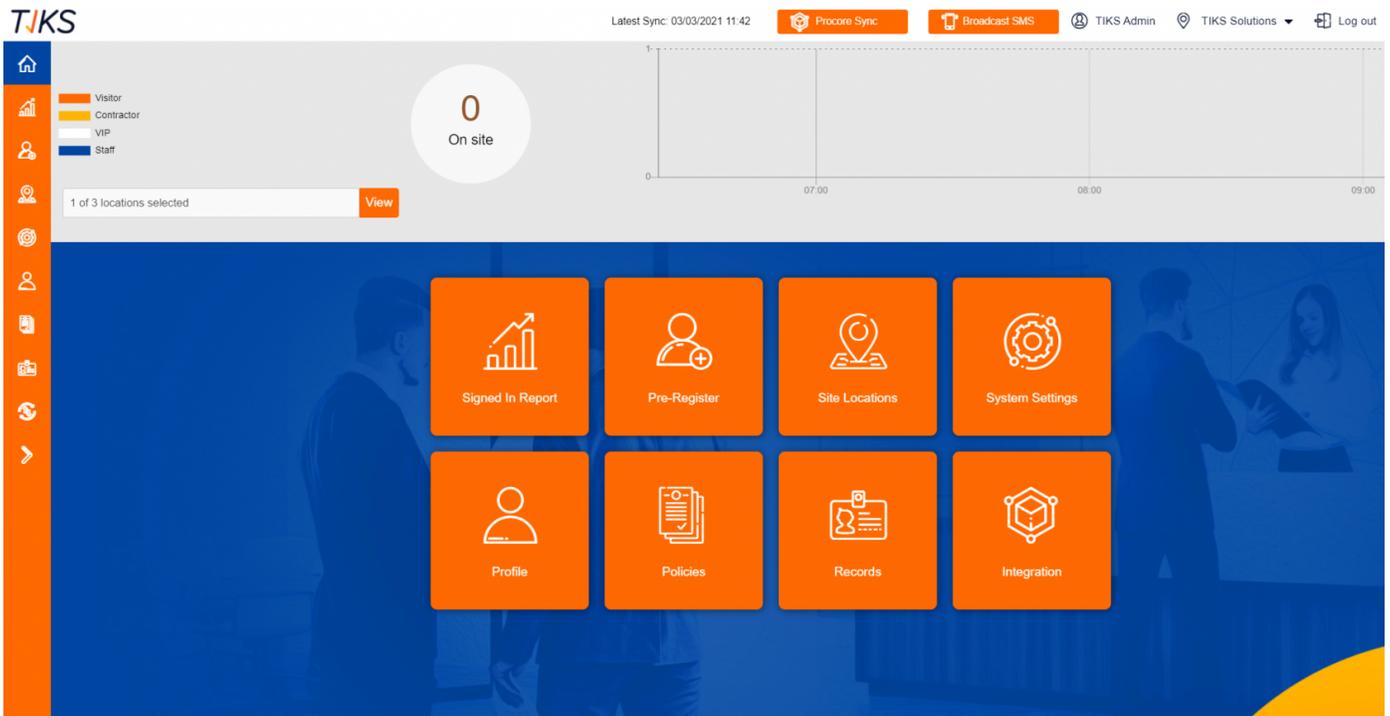
Policies

FAQs on how to manage the Policies feature

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- [How do I add a policy to view and acknowledge but only for a certain site not all sites \(a site specific policy\)?](#)
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What is the Policies feature?

If you select the “Policies” tile from the dashboard you can set up options to apply a policy (pdf document) for a user to read and acknowledge as part of their site attendance.



How do I add a policy to the system for all users to view and acknowledge (a global policy)?

Select the Policy tile in the admin dashboard.



Go to “Policies for all sites”. Type the title of the policy.

Select “Choose file” to add the policy file. Then select “Upload”.

The policy will then be shown below. Users will then see this policy as part of their site sign in to every site.

Induction Policy

Enable Policy Expiry?

Policies for all sites

Upload policies pdf only
[Choose file](#) No file chosen

Upload



Dummy Policy

View

Go to details

Policies for TIKS Office

Upload policies pdf only
[Choose file](#) No file chosen

Upload

How do I add a policy to view and acknowledge but only for a certain site not all sites (a site specific policy)?

Select the Policy tile in the admin dashboard.



Go to "Policies for [SiteName]". Type the title of the policy.

Select "Choose file" to add the policy file. Then select "Upload".

The policy will then be shown below. Users will then see this policy as part of their site sign in for this site.



Enable Policy Expiry?

Policies for all sites

Title

Upload policies .pdf only
Choose file | No file chosen

Upload

Policies for TIKS Office

Title

Upload policies .pdf only
Choose file | No file chosen

Upload

TEST Site
Policy to
acknowledge

Test Site Policy

Save

Can I have a policy that is shown for all site visits but also one for a particular site (a global policy and a site specific policy)?

Yes, select the Policy tile in the admin dashboard.



Go to “Policies for all sites”. Type the title of the policy.

Select “Choose file” to add the policy file. Then select “Upload”.

The policy will then be shown below. Users will then see this policy as part of their site sign in to every site.

Then

Go to “Policies for [SiteName]”. Type the title of the policy.

Select “Choose file” to add the policy file. Then select “Upload”.

The policy will then be shown below. Users will then see this policy as part of their site sign in for this site.



How do I de-activate or re-activate a policy?

Select the Policy tile in the admin dashboard.



You will see the below page.



To turn off (de-activate) a policy but not delete it, select “De-Activate” on the policy. This will turn off the policy being shown to users but not delete it. It can be reactivated by clicking “Re-Activate”.

De-Activate



Re-Activate

