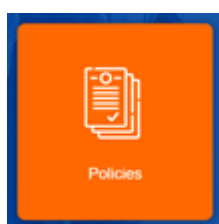


How do I add a policy to the system for all users to view and acknowledge (a global policy)?

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.

A screenshot of the "Induction Policy" form. The form has a blue header bar with the title "Induction Policy". Below the header, there is a checkbox labeled "Enable Policy Expiry?". The main section is titled "Policies for all sites" and contains a text input field for "Title", a file upload button labeled "Choose file" (with a note "Upload policies .pdf only" and "No file chosen"), and an "Upload" button. Below this, there is a preview area showing a "Dummy Policy" with "View" and "Deactivate" buttons. The bottom section is titled "Policies for TIKS Office" and has a similar layout with a "Title" input, a "Choose file" button, and an "Upload" button.

Revision #1

Created 3 years ago by [Admin](#)

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