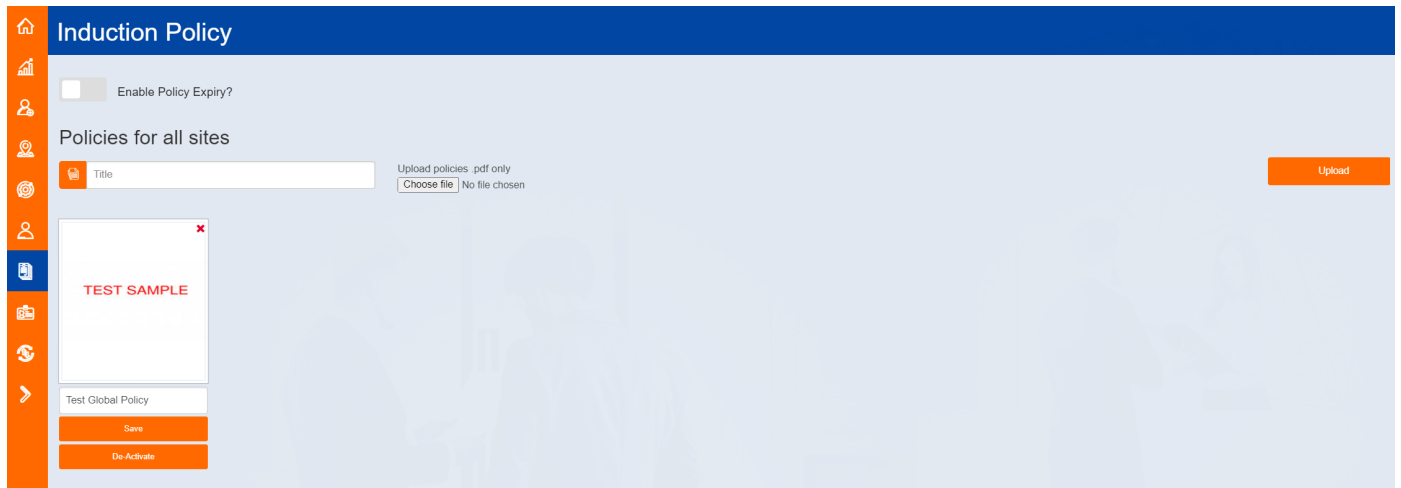


How do I de-activate or re-activate a policy?

Select the Policy tile in the admin dashboard.



You will see the below page.

A screenshot of the "Induction Policy" admin page. The page has a blue header bar with the title "Induction Policy". On the left is a vertical orange sidebar with various icons. The main content area is light blue. At the top, there is a toggle switch for "Enable Policy Expiry?". Below this is a section titled "Policies for all sites". It contains a form with a "Title" input field, a file upload button labeled "Choose file" (with "No file chosen" text), and an "Upload" button. Below the form is a preview window showing a "TEST SAMPLE" of a policy document. At the bottom of the preview window are two buttons: "Save" and "De-Activate".

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

✖

TEST SAMPLE

Test Global Policy

Save

De-Activate

Re-Activate

✖

TEST SAMPLE

Test Global Policy

Save

Re-Activate

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