

User Guide – Part 1: The Basics

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Introduction

Thank you for purchasing Access Policies sp Manager. We hope that you find the application easy to use and helpful as you centralize, organize and administer your policies and procedures.

This User Guide provides an overview of the application: its structure and functionality. The User Guide is available in two parts online:

Part 1: The Basics

Part 2: More Details

We highly recommend that you start with Part 1: The Basics.

Use this guide in conjunction with the other support documents and videos available at www.accesspoliciesp.com/support.html.

The Basics

Access Policies sp Manager (APSP Manager) is designed to help you better manage your policies and procedures throughout the policy life cycle. This section gives you an overview of the App by answering the following questions:

- Who is the App designed for?
- How is the App structured?
- Who has access to the different sections of the App?
- How does the App work?

Who Is the App Designed for?

The APSP Manager is designed for you – to help you manage policies and procedures. It helps facilitate the publication of policies, but is not intended to be a publication site for end users' access to policies. The App is designed for three types of users:

Policy Owners	Users who have primary responsibility for individual policies
Policy Reviewers	Users who will be giving input on draft policies during the review process
App Administrators	Users who are responsible for the management of the APSP Manager

How Is the App Structured?

The APSP Manager has three main sections, which are set out in the options in the left-hand navigation bar:

- **My Tasks**

The My Tasks section lists tasks (requests to review a policy) to which the user has been assigned. It has two default views:

All Tasks – Displays all tasks to which the user has been assigned, showing current status and any comments the user may have made

Calendar View – Displays all tasks to which the user has been assigned (or issued) by due date within a calendar

- **Policy Manager**

This is the main section of the App and links to:

- The three document libraries
 - Draft Policies
 - Approved Policies
 - Archived Policies
- Information on any reviews of Policies that have been started

- **Settings**

This section lists links to some helpful App settings, including available options in dropdown menus:

- Users within the App
 - Policy Owners
 - Review Groups
- Publication Sites
- Categories
- Policy Types

Who Has Access to What Section?

Users of the App have different access to the sections in the App based on their group assignment to the site.

	My Tasks	Policy Manager	Settings
App Administrators (Site Owners)	✓	✓	✓
Policy Owners (Site Members)	✓	✓	
Reviewers (Site Visitors)	✓		

How Does the App Work?

Managing the Policy Life Cycle

The App has three document libraries, which are set out in the Policy Manager section, for each of the different stages of the policy life cycle.

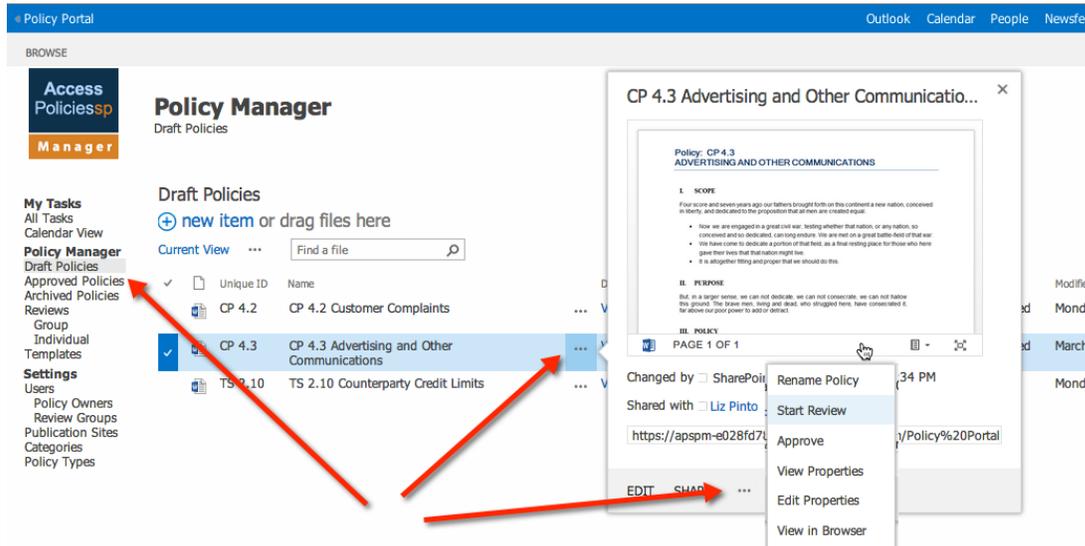
- Draft Policies
- Approved Policies
- Archived Policies

The libraries include workflows to help you manage policies through the policy life cycle.

Library	Workflow	Description	Policy Status
Draft			
	[Add New Item]	Technically, this is not a workflow, as it is a standard functionality for a SharePoint library.	Not Reviewed
	Start a Review	The Review workflow allows you to assign tasks to designated reviewers to review and comment on a draft policy by a certain date. The reviewer could be either a member of a Review Group or an individual.	Review Pending (at start) Review Complete (at completion)
	Approve	The Approve workflow allows you to approve a policy and set the Approval Date and Effective Date (moving the policy from the Draft library to the Approved library). You can also upload documents related to the review process and store them with the policy, and then set a reminder e-mail to publish the policy, if necessary.	Approved (once the policy is moved to the Approved library)
Approved			

Library	Workflow	Description	Policy Status
	Publish	The Publish workflow allows you to copy the policy to a pre-defined publication site (within the same Site Collection). The system stores the date of publication and the site location.	Published
	Archive	The Archive workflow allows you to archive a policy, moving it from the Approved library to the Archived library. The system stores the date archived.	Archived
	Create a Draft	The Create a Draft workflow keeps the current copy of the Approved policy in the Approved library and creates a copy of the policy in the Draft library. This workflow can be used for annual reviews of policies.	Not Reviewed (for the new copy)
Archived			
	None		

All workflows are available in the specific policy library. To access a workflow, click on the “...” next to the policy Name. That will launch a new window. Then, click on the “...” in that window to see the available workflows. Click on the title of the workflow that you want to start.



Policy Data

In addition to using workflows, you can maintain certain Properties for a policy. These Properties can be added when uploading a new policy or while a policy is in the Draft library (Name and Unique Id are required when adding a new policy). The App maintains data on any workflows that have been run.

View Details

The data, Properties and Life Cycle information, is available in the Policy Details section. (Click on the View link under Details in the list of policies in each library.) Policy Detail pages include:

- Policy Overview
- Policy Content
- Policy Reviews
- Policy Related Documents

[View Details > Overview](#)

The Policy Overview page displays the following information depending on which library the policy is in.

	Drafts	Approved	Archived
Properties			
Name	✓	✓	✓
Unique ID	✓	✓	✓
Policy Type	✓	✓	✓
Category	✓	✓	✓
Subject Area	✓	✓	✓
Owner	✓	✓	✓
Point of Contact	✓	✓	✓
Policy Notes	✓	✓	✓
Description	✓	✓	✓
Obligation	✓	✓	✓
Review Group	✓	✓	✓
Escalate To	✓	✓	✓
Related Policies	--	✓	✓
Life Cycle			
Policy Stage	✓	✓	✓
Status	✓	✓	✓
Review Started	✓	*	*
Review Completed	✓	*	*
Approved On/By	--	✓	✓
Effective Date	--	✓	✓
Last Published To	--	✓	**
Last Published On/By	--	✓	**
Draft Created	--	✓	**
Archived On/By	--	--	✓
Created On/By	✓	✓	✓
Last Modified On/By	✓	✓	✓

* Information on Review workflows run for a policy is not displayed on this page, however, it is available (1) by clicking on the Details > Review page; (2) by clicking on the View History link next to Life Cycle; and (3) in Policy Manager > Reviews > Group Tasks and/or Individual Tasks.

** Information is not displayed on this page, however, it is available by clicking on the View History link next to Life Cycle.

Life Cycle History and Policy Version History

Life Cycle History

All policy life cycle information about a Policy is available on the Details > Overview page. Click on the History link in the Life Cycle section. The popup includes summary information about each workflow in chronological order.

The screenshot shows the 'Access Policies Manager' interface. At the top, there is a navigation bar with links for 'Policy Portal', 'Outlook', 'Calendar', 'People', 'Newsfeed', 'OneDrive', 'Sites', and 'Admin'. Below the navigation bar is the 'Access Policies Manager' logo. The main content area is titled 'Policy History' and contains a table with the following data:

Policy Stage	Action	Action Date	User	Notes
Draft	Draft Policy Created	3/20/2014 9:20 AM	Patrick Murphy	
Draft	Review Started	3/20/2014 9:22 AM	Patrick Murphy	Please review and comment by the assigned due date. Thank you.
Draft	Review Finished	3/20/2014 9:25 AM	Patrick Murphy	
Approved	Policy Approved on 03/01/2014	3/20/2014 9:27 AM	Patrick Murphy	
Approved	Draft Policy Created	3/20/2014 11:22 AM	Patrick Murphy	Draft created for annual review process.
Draft	Draft Policy Created	3/20/2014 11:22 AM	Patrick Murphy	
Draft	Review Started	3/20/2014 11:24 AM	Patrick Murphy	
Draft	Review Finished	3/20/2014 11:27 AM	Patrick Murphy	
Approved	Policy Approved on	3/20/2014 11:32 AM	Patrick Murphy	

Policy Version History

When an existing policy is overwritten when it was moved from Drafts library to Approved library or from Approved library to Archived library, SharePoint saves the old version. You can access the old version by using SharePoint's Version History, which is available from the "..."/>

The screenshot shows the 'Policy Manager' interface with a 'Version History' dialog box open. The dialog displays the following data:

No.	Modified	Modified By	Size	Comments
4.0	3/20/2014 11:47 AM	<input type="checkbox"/> Patrick Murphy	129.7 KB	
Draft Created On 3/20/2014 11:36 AM Draft Created By <input type="checkbox"/> Patrick Murphy Archived On 3/20/2014 11:47 AM Archived By <input type="checkbox"/> Patrick Murphy				
3.0	3/20/2014 11:47 AM	<input type="checkbox"/> Patrick Murphy	129.6 KB	
Approved On 2/29/2016 Draft Created On Draft Created By Archived On Archived By Review Started 3/20/2014 11:43 AM On Review 3/20/2014 11:44 AM Completed On Effective Date 3/31/2016 ApprovedPolicyId 4				
2.0	3/20/2014 11:47 AM	<input type="checkbox"/> Patrick Murphy	129.7 KB	