

# New Module (August 8): Policies and Procedures

## 📅 New Module Release

We've just dropped a new module: **Policies and Procedures**

## 📅 New Features:

### • Dashboard

- Active Policies: Displays the number of currently active policies.
- Draft Policies: Shows the number of policies that are in draft status.
- Total Templates: Indicates the total number of templates available
- Recently Added: Lists the most recently added policies or templates for the past seven days.
- List of Policies: Provides a comprehensive list of all policies.
- List of Templates: Displays a comprehensive list of all templates.

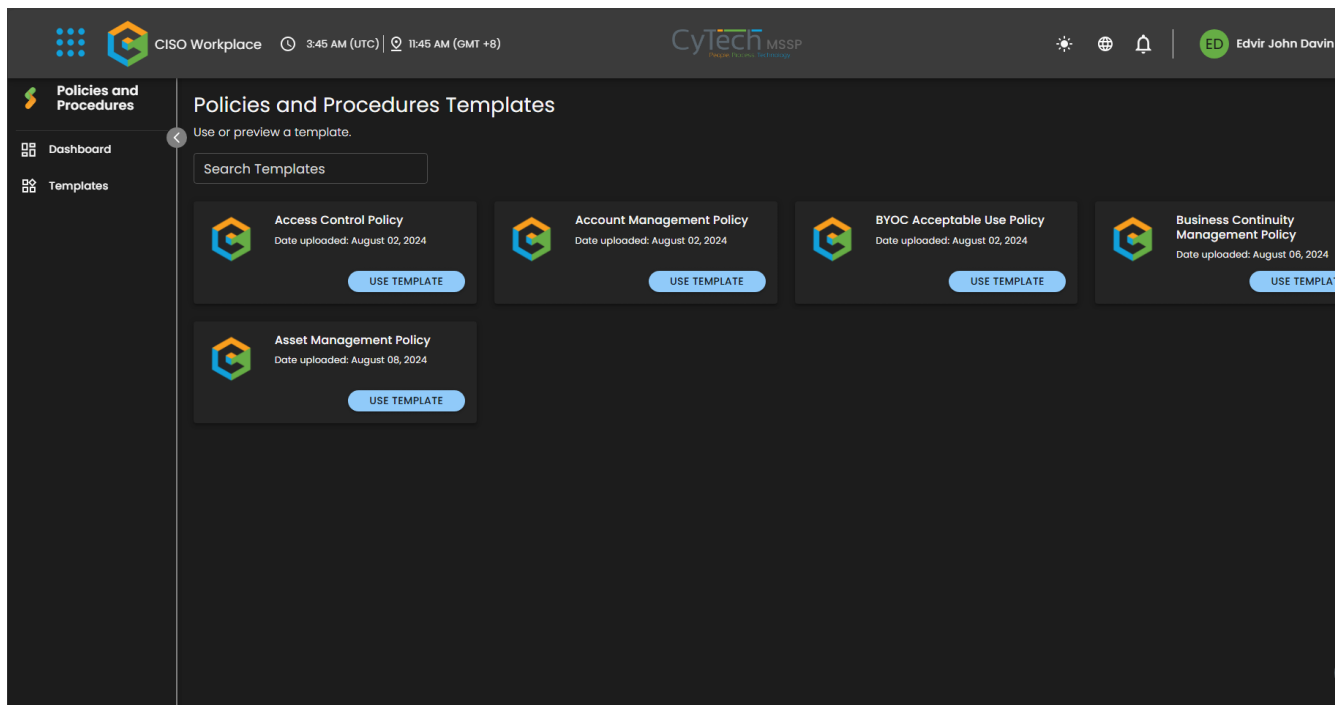
The screenshot shows the 'Policies and Procedures' module interface. The top header includes the 'CISO Workplace' logo, a clock showing '3:53 AM (UTC)' and '11:53 AM (GMT +8)', the 'Cytech MSSP' logo, and user information 'AM Aldrin Ma'. The left sidebar has a 'Policies and Procedures' icon and a menu with 'Dashboard' and 'Templates'. The main content area is divided into four sections: 'Active Policies' with a count of '1', 'Draft Policies' with a count of '1', 'Total Templates' with a count of '5', and 'Recently Added Policy' showing two entries. To the right, there are two tables: 'List of Policies' and 'List of templates'. The 'List of Policies' table has columns for Policy Name, Status, Effective Date, and Review Date, with one row selected. The 'List of templates' table has columns for Policy Name and a 'USE TEMPLATE' button, with four rows of templates listed.

Policy Name	Status	Effective Date	Review Date
Access Control Policy Edited 2	DRAFT	-- --	-- --
Access Control Policy Edited	ACTIVE	2024-07-31T16:00:00.000Z	2024-08-31T16:00:00.000Z

Policy Name	USE TEMPLATE
Access Control Policy	USE TEMPLATE
Account Management Policy	USE TEMPLATE
BYOC Acceptable Use Policy	USE TEMPLATE
Business Continuity Management Policy	USE TEMPLATE

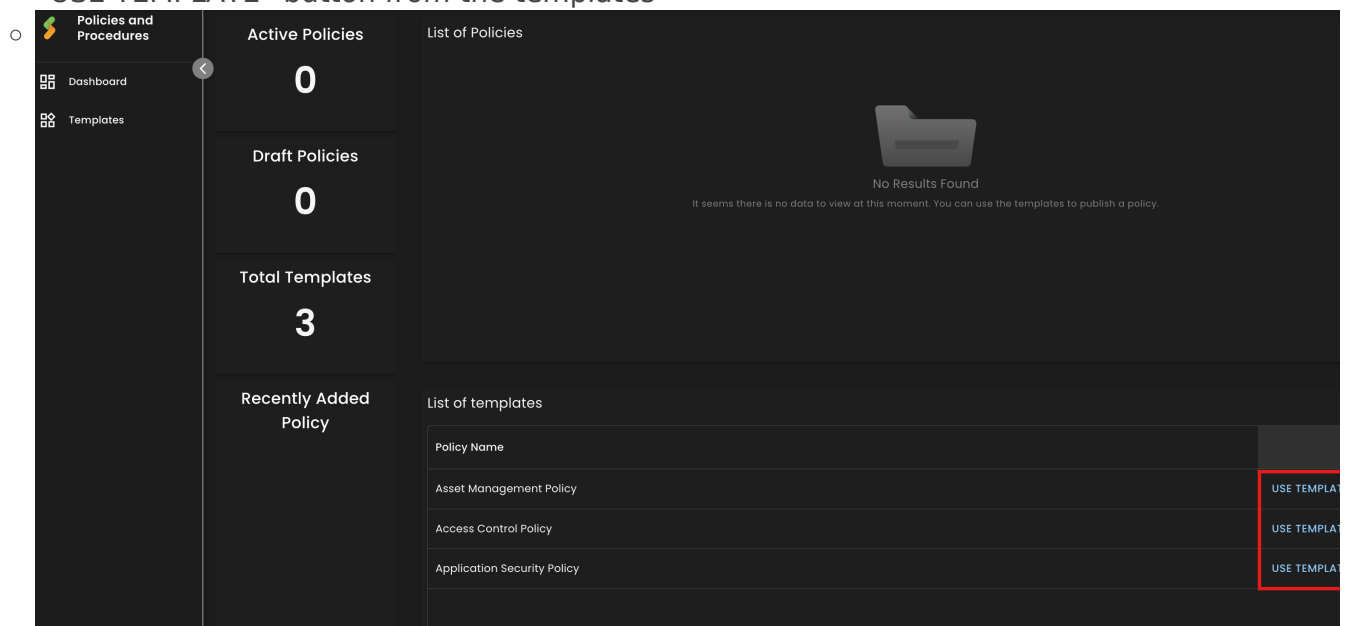
### • Templates

- Search bar: Allows users to search for specific template.
- Card view of templates



- **Publishing Policy from Template:**

- Click “USE TEMPLATE” option in the List of Templates table of the dashboard or Click “USE TEMPLATE” button from the templates



- A modal will then pop up. Fill in all the fields in each section and hit Save section to reflect the changes.

Asset Management Policy

- ✓ Introduction
- ✓ Purpose
- ✓ Scope
- ✓ Definitions
- ✓ Policy Statements
- ✓ Relevant Procedures
- ✓ Non-Compliance

**Policy Title**  
Name of the policy, this should be unique if published.

**Policy Owner**  
Name the person/group responsible for this policy's management.

**Policy Approver(s)**  
Name the person/group responsible for implementation approval of this policy.

**Related Policies**  
Name other related enterprise policies both within or external to this manual.

**Related Policies**  
Name other related enterprise policies both within or external to this manual.

**Related Procedures**  
Name other related enterprise procedures both within or external to this manual.

**Storage Location**  
Describe physical or digital location of copies of this policy.

- After filling in all the fields in each section, you can select Save as Draft or Publish Document.

Asset Management Policy

- Non-Compliance

Name the person/group responsible for implementation approval of this policy.

**Related Policies**  
Name other related enterprise policies both within or external to this manual.

**Related Policies**  
Name other related enterprise policies both within or external to this manual.

**Related Procedures**  
Name other related enterprise procedures both within or external to this manual.

**Storage Location**  
Describe physical or digital location of copies of this policy.

**Effective Date**  
List the date that this policy went into effect.

**Next Review Date**  
List the date that this policy must undergo review and update.

**Save as Draft**

**Publish Document**

**SAVE AS DRAFT**

**Save Section**

- The changes will be displayed on the List of Policies table on the dashboard
- Updating Existing Policy:
  - Click “Edit” option in the List of Policy table of the dashboard and a similar modal will appear.

- Fill in all the fields in each section and then select Save as Draft or Save Section
- After filling in all the fields in each section, you can select Save as Draft or Publish Document.
- The changes will be displayed on the List of Policies table on the dashboard

#### **☐☐ Known Issue:**

- Render bulleted list in Text Field

#### **☐☐ To be supported:**

- Quick Actions (Export/Import/Publish Policy)
- Export/Import Policy
- For Approval Policies (component)
- View Policy (example: as PDF)
- Revision History

#### **☐☐ Limitations**

- Only 3 policies are currently uploaded

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Revision #2

Created 7 August 2024 03:08:18 by Aldion Pueblos

Updated 8 August 2024 10:28:23 by Aldion Pueblos