

Restrict Policy Visibility

Circumstances may require that a policy be hidden from the general library and only visible to certain users.

To set a policy as restricted, open a draft version or click Edit in the top blue bar.

Click the Properties tab and scroll down to Advanced Properties. Click the Plus to expand the menu.

Set the visibility to only users with permissions. Finish working on your draft or provide a summary of changes and start the approval process.

This setting can also be applied with an Administrative Override if the policy needs to be restricted immediately.