Adding Policy Documents to the My Policies Tab for Quick Retrieval

Users have the ability to create their own list of frequently used policy documents which will appear under the My Policies tab. Users can also create their own folders to put them in for preferred sorting. To add your own folders prior to adding starred policies please use the following steps:

Under My Policies/Starred Items right click the All Content folder so the Add new folder appears

Home	Search	My Policies	Content	Maintenance	Reports	Help
Assigne	d Content			To Read Re	sults 0 – 0	0 of 0
To Read						
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After clicking Add new folder, a pop up box will appear as seen below. Type in your folder name and click save.

Home	Search	My Policies	Content	Maintenance	Reports	Help	
Assigne To Read Already F Starred	d Content Read Items				sults 0 – 0		Ave Person Folder Name: Type folder name here Short Name: Description: Code:
Al	ll Content						Sort Order: 1

After clicking Save your newly created folder will now appear under Starred Items/All Content

Home	Search	My Policies	Content	Maintenance	Reports	Help
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Continue on to page 2 for instructions on how to Star items

How to Star Items

Click on Search and select Policy and Procedure



Locate the policy document you would like to add and click Star Item

HPEI Attendance Support and Management Policy
Patient safety and delivery of quality care and services is dependent on employees achieving an acceptable level of regular and consistent attendance at work.
Therefore, the direct supervisor and employee need to have a shared understanding of whether an individual's attendance has become a concern, and if so, if there
are underlying causes that can be addressed, or supportive resources needed to help the employee achieve improved attendance.
Ownership / Accountability: Senior Management Group
Ownership / Accountability: Executive Director of Human Resources
Category: numain the ources, View 1 🕅 Star Item Datails

After you have clicked **Star Item** a pop up box will appear. If you have created your own folders **click the + sign** beside **All Content** to view your folders. Select the folder you want the item placed in (if no additional folders were created Select **All Content**) and click **Add**.

HPEI Attendance Support and Management Policy



Continue on to page 3 for instructions on viewing your starred policies

Viewing your starred policies

Select the **My Policies** tab



Under **Starred Items** select **All Content** to bring up all policies you have starred or expand the All Content folder to view your specific folders and select the one you would like to view.

Home	Search	My Policies	Content	Maintenance	Reports	Help							
A	Contract												
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	Content)						6		- (1)		l	
	content							« first	<	of 1	>	last »	

Depending on the folder you have selected all your starred policies will appear or those in your folders

Home Search My Policies Content Maintenance Reports Help

Assigned Content	Starred Items Results 1 - 2 of 2
To Read	
Already Read	HPEI Attendance Support and Management Policy
Starred Items 	Patient safety and delivery of quality care and services is dependent on employees achieving an acceptable level of regular and consistent attendance at work. Therefore, the direct supervisor and employee need to have a shared understanding of whether an individual's attendance has become a concern, and if so, if there are underlying causes that can be addressed, or supportive resources needed to help the employee achieve improved attendance.
	Ownership / Accountability: Senior Management Group

Ownership / Accountability: Executive Director of Human Resource: Category: Human Resources, View | 🕅 Unstar Item | Details