



# User Guide

For use with application release October 7<sup>th</sup>, 2021

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## Policies and Procedures®

The CodySoft® Policies and Procedures (P&P®) module centralizes and streamlines the life cycle management of a health plan's policies and procedures documents. It is a collaborative tool that implements a standardized process for the policy and procedure life cycle:

- Creation, review and approval
- Implementation and distribution
- Library storage with powerful search capabilities
- Comprehension and certification
- Scheduled review / update / expiration

It is designed to reduce compliance risk through an integrated workflow for the entire document life cycle, providing consistency and a documented audit trail.

### Project and Policy Process Overview

Every project in P&P follows these general high-level steps:

1. The Project Manager adds a new draft project to the projects list. See *Add New Project*
2. The project is populated with project information, including metadata for all documents to be included in the project.
3. Discussions are started to identify and resolve project issues. See *Add Discussion*
4. Attachments relevant to the project are uploaded. See *Add Attachment*
5. Document(s) are added to the project. See *Add Document*
6. The project is sent for approval. See *Get Project Approval*

When the project is approved, work begins on the documents in the project:

1. Tasks are created for the document review work. See *Tasks*
2. Team members collaborate on the policy, procedure, or contract documents. They edit the draft documents. See *Edit Documents*
  - a. Assign tasks to subject matter experts to review the documents and make edits, updates or corrections as needed. See *Tasks*
  - b. Monitor task completions
3. Documents are approved or canceled. See *Approve Document*.
4. When all documents are approved, the project is marked as Complete. See *Complete Project*
5. The documents are published to a library and remain in Approved status
6. Obtain Acknowledgment. After the project is complete, the next step is to obtain acknowledgment. See *Send a Document for Acknowledgment*.
7. At the end date specified, the project is archived

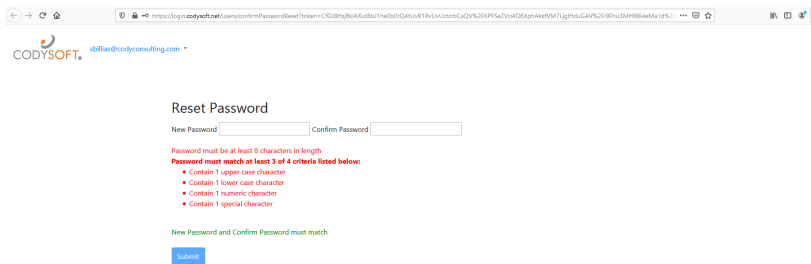
### Accessibility

#### Logging in for the first time

CodySoft® sends you a confirmation email when you are first added to the list of registered users at the start of a project.

1. From the confirmation email, click the link to confirm your email address. When you log in for

the first time, you are prompted to create a new password.

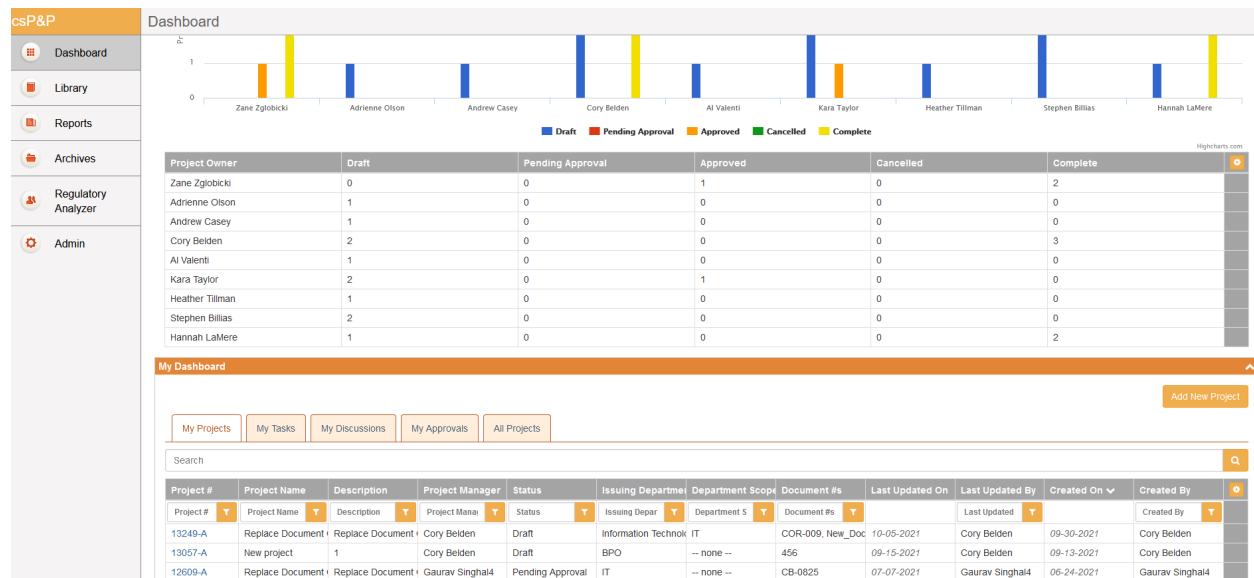


2. In the New Password field, enter a **new password**. Follow the instructions for meeting the password requirement.
3. In the Confirm Password field, enter the **new password** again
4. Click **Submit**. The login screen displays.
5. Enter your **user name**
6. Enter the **password** you just created
7. Click **Sign in**. You are logged in to the main dashboard of CodySoft.

**NOTE:** If your company uses Single Sign On (SSO) then you will not be asked to create a CodySoft password when you log in for the first time.

## Dashboard

When you log into csP&P®, the main dashboard displays.



## Statistics

The top part of the main displays is a set of statistics in graph form, showing who is working on P&Ps, and what statuses those P&Ps are in. The statuses are:

- Draft

- Pending Approval
- Approved

**NOTE:** Completed and Cancelled projects are moved to the Archives. See *Archives*.

You can filter on the P&P by entering a date range in the Start date and End date fields.

Also, if you hover over any cell in any row and column on any tab in the module, hover over text displays additional detail, as in this example:

Project # ▼	Project Name	Description	Status
Project # ▼	Project Name ▼	Description ▼	Status ▼
9794	Replace Document M	Replace Document M	Draft
9793	Replace Document M	Replace Document M	Draft

Replace Document Medicare Policy about policies

Beneath the graph, the Statistics area of the main dashboard screen also provides the same statistics in table format by Project Owner. You can configure the table for a personal view of the information:



2. Select which columns to show in our personal view:

### Select which columns to show

- ☒ Project #
- ☒ Project Name
- ☒ Description
- ☒ Project Manager
- ☒ Status
- ☒ Issuing Departments
- ☒ Department Scope
- ☒ Document #s
- ☒ Last Updated On
- ☒ Last Updated By
- ☒ Created On
- ☒ Created By

Cancel
Apply

3. Click **Apply**.

**NOTE:** You can sort alphabetically on any column on any screen in the P&P module, by clicking the column name. Dropdown lists in the module are sorted alphabetically.

## My Dashboard

Below Statistics is My Dashboard, which is the work area for your P&Ps. My Dashboard consists of five tabs:

- My Projects
- My Tasks
- My Discussions
- My Approvals
- All Projects

## My Projects

In My Projects you can search for your projects, and you can filter on these categories:

- Project #
- Project Name
- Description
- Project Manager
- Status
- Issuing Departments
- Department Scope
- Document #s
- Last Updated By
- Created BY

## Search My Projects

To filter and search on one or more categories:

1. Enter a value in the first column you want to filter on



3. To continue to filter on the list, enter a value in another column.



For example, enter “Draft” in the Status column and “Compliance” in the Issuing Departments column to see only those that are in Draft Status and were issued by the Compliance Department.

**NOTE:** Completed and Canceled projects are moved to the Archives. See *Archives*.

## Access Project Information

From the My Projects list, click the number for any project in the list. The General information screen displays, with information on the following items:

- Project Name
- Project Manager
- Issuing Departments
- Department Scope
- Project Description

Below this information is the Project Details area, with three tabs:

Project Details

Documents

Discussions

Attachments

Add Document

Search

Q

Title	Description	Document Number	Version Number	Status	Last Updated On	Last Updated By	Created On	Created By			
Title	Description	Document Number	Version Number	Status		Last Updated By		Created By			
SBTest120120	SBTest120120	SBTest120120	1	Draft	12-01-2020	Stephen Billias	12-01-2020	Stephen Billias			

«

<

1

>

»

Total Results: 1  
1 of 1 pages, 25 records per page

Items per page: 25

## Documents

The Documents tab lists all policies or procedures in this project, in a table with the following columns:

- Document Title
- Document Description
- Document Number
- Document Version Number
- Document Owner
- Status
- Last Updated On
- Last Updated By
- Created On
- Created By

**NOTE:** Documents can be Policies, Procedures, or other client document types.

## Discussions

The Discussions tab lists all discussion related to this project, in a table with the following columns:

- Id
- Subject
- Description
- Users
- Status
- Last Updated On
- Last Updated By
- Created On
- Created By

### *Attachments*

The Attachments tab lists all attachments for this project, in a table with the following columns:

- #
- File Name

### *My Tasks*

In My Tasks you can search for tasks assigned to you, and you can filter on these categories:

- Task Id
- Task Name
- Description
- Start Date
- Due Date
- Completed On
- Status

### *My Discussions*

In My Discussions you can search for discussions that you are a part of, and you can filter on these categories:

- Id
- Subject
- Description
- Users
- Status
- Last Updated On
- Last Updated By
- Created On
- Created By

### *My Approvals*

In My Approvals you can search for P&Ps that are waiting for your approval, and you can filter on these categories:

- Id
- Name
- Description
- Type Name

**NOTE:** Completed Approvals do not display on this tab.

### *All Projects*

In All Projects you can search for all projects in the module, and you can filter on these categories:

- Project #
- Project Name

- Description
- Project Manager
- Status
- Issuing Departments
- Department Scope

## Library

In the Library you can view all Published Documents, or just those documents assigned to you on the My Documents tab.

### Published Documents

You can search for published P&Ps and you can filter on these categories:

- Document Title
- Document Description
- Document Number
- Document Version Number
- Document Owner
- Last Reviewed Date
- Next Review Date

Library

Published Documents

My Documents

Published Documents

☐ Show Old Versions

Multiple Download

Bulk Download

Download Format: Adobe PDF

Search

<input checked="" type="checkbox"/>	Title	Description	Document Number	Version Number	Document Owner	Last Reviewed Date	Next Review Date	Status		
<input type="checkbox"/>	Title	Description	Document Number	Version Number	Document Owner	Last Reviewed Date	Next Review Date			
<input checked="" type="checkbox"/>	342r322	ewfwe	342	1	Gaurav Singhal4	09-08-2021	09-08-2022	Published		
<input checked="" type="checkbox"/>	ABC	ADADAD	123	1	Carol Pray	01-08-2019	01-08-2020	Published		
<input checked="" type="checkbox"/>	abcde	test - Attachments - v2-v3	BPO 029	3	Carol Pray	02-07-2020	02-07-2021	Published		
<input checked="" type="checkbox"/>	abcde		BPO 029	2	Carol Pray	02-05-2020	02-05-2021	Published		
<input checked="" type="checkbox"/>	Andy No Dept	teasdf	Andy001	2	Andrew Casey	06-28-2021	11-12-2021	Published		
<input checked="" type="checkbox"/>	Annual Document	Annual Document	AND-001	1	John Ralston	02-08-2021	02-08-2022	Published		

The library displays only the latest versions of every document. Select the **Show Old Versions** checkbox to show all versions of each document.

Select the checkbox in the column headers row to select all published policies in either Published Documents or My Documents. This checkbox is a toggle that works to deselect all also.

**NOTE:** You can add other columns of information to this display.



## Select which columns to show

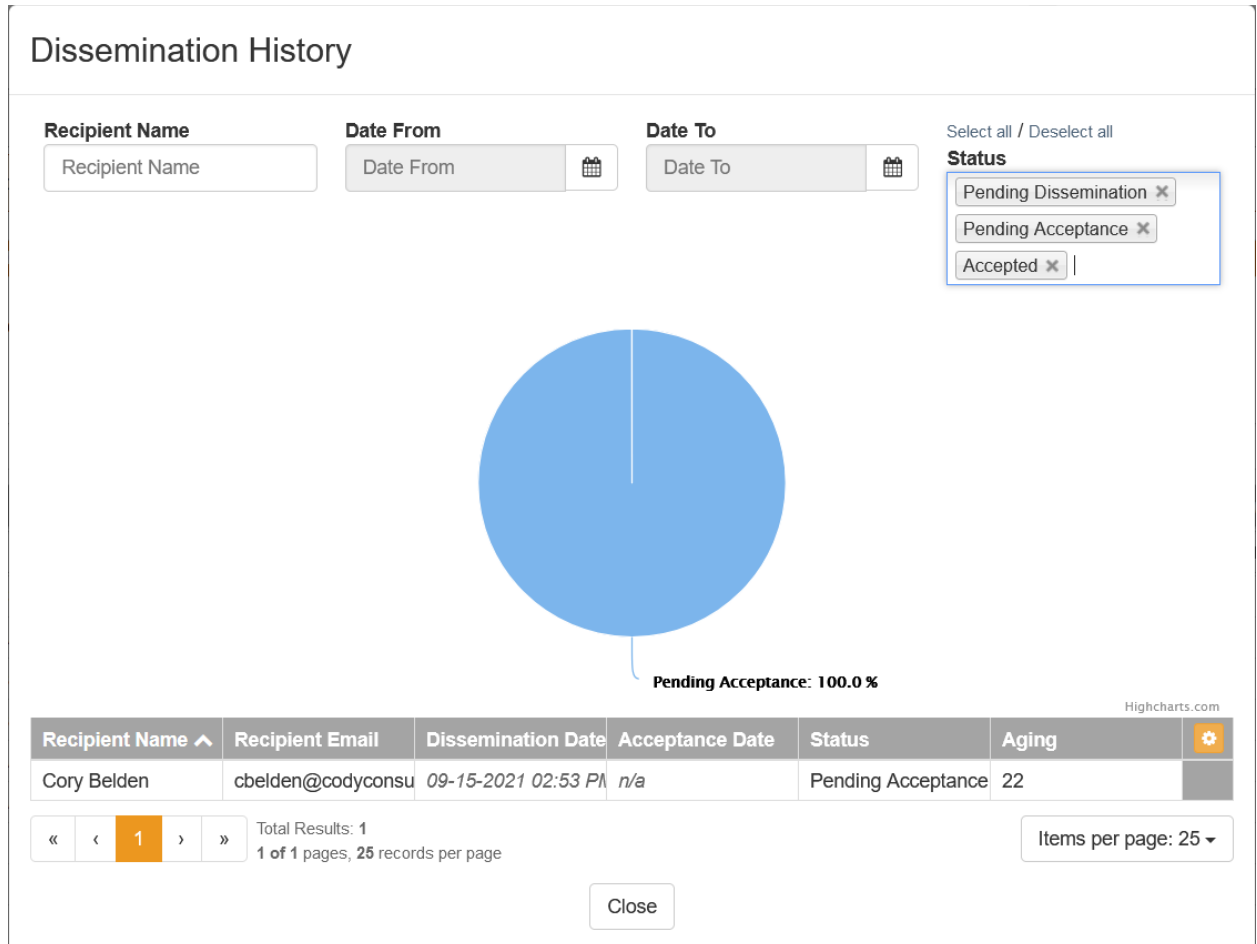
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Title
<input checked="" type="checkbox"/>	Description
<input checked="" type="checkbox"/>	Document Number
<input checked="" type="checkbox"/>	Version Number
<input type="checkbox"/>	Issuing Department
<input type="checkbox"/>	Department Scope
<input checked="" type="checkbox"/>	Document Owner
<input type="checkbox"/>	Effective Date
<input type="checkbox"/>	Expiration Date
<input checked="" type="checkbox"/>	Last Reviewed Date
<input checked="" type="checkbox"/>	Next Review Date
<input type="checkbox"/>	Media Types
<input type="checkbox"/>	Plan Types
<input type="checkbox"/>	Document Type
<input type="checkbox"/>	Lines of Business
<input checked="" type="checkbox"/>	Status

Cancel

Apply

2. Select the checkboxes for the columns you want to add to the view.
3. Click **Apply**. The selected columns are added to the display.

[View Dissemination History](#)



2. Filter on these fields to refine your view of the dissemination history:

- Recipient Name
- Date From
- Date To
- Status
  - Pending Dissemination
  - Pending Acceptance
  - Accepted

The results display on chart form and in a list with these columns:

- Recipient Name
- Recipient Email

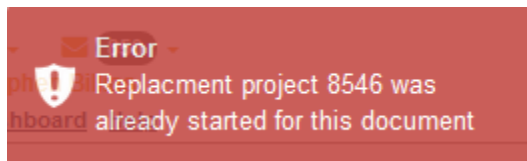
- Dissemination Date
  - Acceptance Date
  - Status
  - Aging
    - The number of days between dissemination date and accepted date. If the acceptance is still pending, this is an incremented number based on the number of days between dissemination today's date.
3. Click **Close** to close the Dissemination History dialog box.

### *Send Document for Review*



*Review Document.* To be eligible for review,

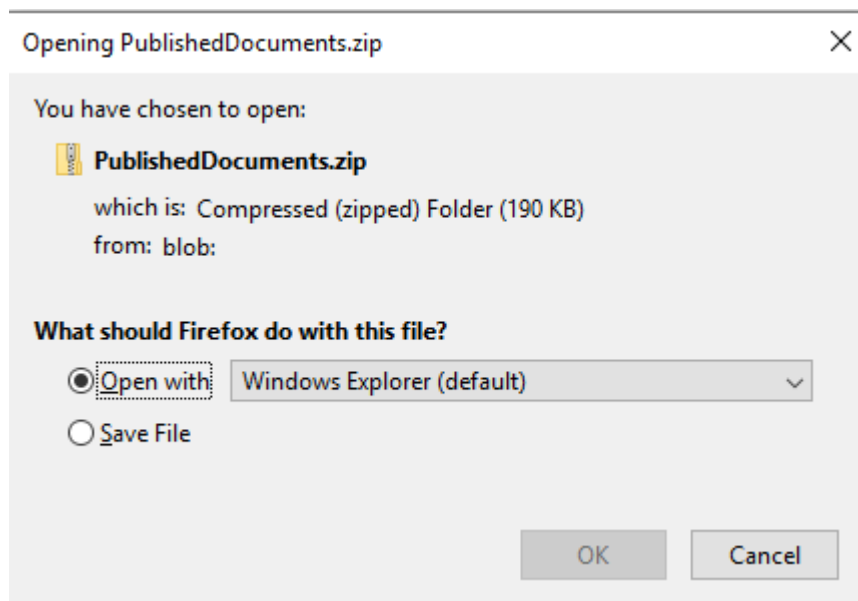
a document must be the latest version and not already under review. If you try to replace or review a document for which a replacement is underway, you receive an error message:



### *Bulk Download PDF*

You can download multiple published documents at one time.

1. Select the checkboxes for the documents you want to download.
2. Click **Bulk Download PDF**. The dialog box for the resulting zip file displays:



3. Select to open or save the .zip file
4. Click **OK**.

### Multiple Dissemination

In the Library, if you are a Librarian or the Document Owner you can disseminate multiple published documents also.

1. Select the checkboxes in the farthest left column for all documents you want to disseminate
2. Click **Multiple Dissemination**. The **Multiple Dissemination** dialog displays:

### Multiple Dissemination

Title	Description	Document Number	Version Number
Continued Testing 12/19	Continued Testing 12/19	34567	1
Continued testing 12/30	Continued testing 12/30	99999	1

Select Internal Users

Upload External User List

Add External Users Manually

Select all / Deselect all

Select Some Options

Close

Cancel Dissemination

Start Dissemination

3. Select the users to whom you want to disseminate the document, either by selecting internal users, uploading an external user list or by entering external users manually.

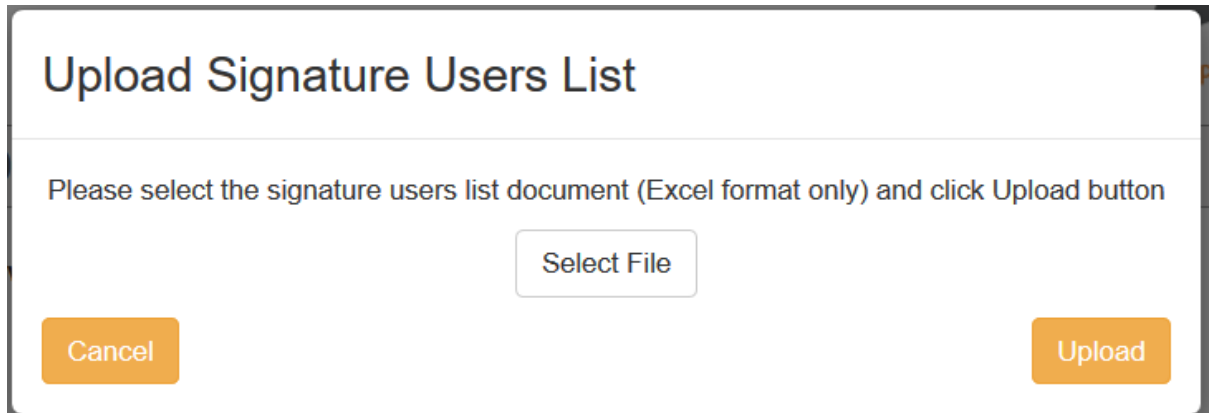
#### To select users for internal distribution manually:

- a. Click **Select Internal Users**.
- b. Select any users you want to receive the acknowledgment dissemination. You can Select all to send to the entire list.
- c. Click **Start Dissemination**
- d. Click **Cancel Dissemination** to stop a dissemination already in progress

#### To upload a list of external users who must acknowledge the document:

- a. Click **Upload External User List**.

- b. Click **Select File**. The Upload Signature Users List dialog box displays.



**Upload Signature Users List**

Please select the signature users list document (Excel format only) and click Upload button

Select File

Cancel Upload

- c. Browse to select a **.xls or .xlsx file** for upload.

**NOTE:** The filename maximum length is 100 characters. The characters in the filename can be anything that Windows allows; if you are working on a Windows Operating System (OS) any valid filename can be used in CodySoft.

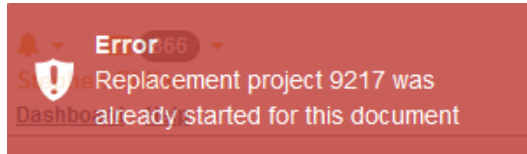
- d. Click **Upload**. The list of signatories appears on the Multiple Dissemination dialog. You can replace the file before starting dissemination by clicking Select File again from the Multiple Dissemination dialog.

**To enter external users manually:**

- a. Click **Add External Users Manually**.
  - b. Enter the following information for each user:
    - i. First Name
    - ii. Last Name
    - iii. Email
    - iv. Department
  - c. Click **Add User** to add another user to the list
  - d. Click **Confirm** after you have entered additional users.
4. Click **Start Dissemination**

## Review Document

In the Library, if you are a Librarian, Admin, or Document Owner, you can send documents for review also. To be eligible for review, a document must be the latest version and not already under review. If you try to review a document for which a replacement is underway, you receive an error message:



## Review Document


**Document:** Incident Response Policy.docx

Please review the document and select one of the following:

### Document is Acceptable

The review dates will be refreshed; please select a new expire/archive date.

**Expiration/Archive Date**



**Reviewed – No Changes Needed**

### Document Needs Revisions

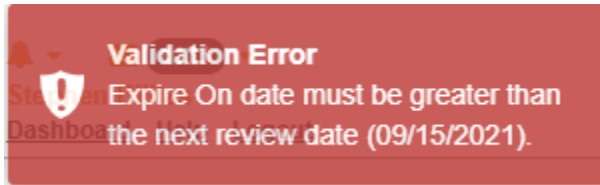
A project will be created that allows you to revise the existing document.

**Reviewed – Revise Document**

**Cancel**

2. If the document is acceptable:
  - a. Enter the new Expiration/Archive date for the document, using the calendar widget provided.

**NOTE:** The Expiration Date must be later than the Next Review Date. If not, an error message displays:



Change the expiration date to meet the criterium.

- b. Click **Reviewed – No Changes Needed**
3. If the document needs to be replaced
  - a. Click **Reviewed—Replace Document**. A new Draft project opens with a replacement draft document available:

Draft Document #108108 (v.1) Save Cancel On Hold Show

**General Information**

Document Number	108108	Document	Select File
Title	SBTEST072120	Issuing Departments	Select all / Deselect all [IT X]
Document Type	Policy X	Reasons For Initiation	Select all / Deselect all Corporate Mandate X
Document Owner	Stephen Billas X	Department Scope	Select all / Deselect all [IT X]
Lines Of Business	Select all / Deselect all Medicare X Medicare Advantage X	Effective Date	07/15/2020
Plan Types	Select all / Deselect all Select Some Options	Review Frequency	Annually X
Media Types	Select all / Deselect all ANOC X	Next Review Date	Next Review Date
Subject to Outside Regulatory Review	<input type="checkbox"/>	Expiration/Archive Date	09/01/2021
Budget	\$ 1	Team Members	Select all / Deselect all Stephen Billas X
Description	SBTEST072120		

- b. Follow the steps to move the new document through the P&P workflow. See *Add New Project*.

## My Documents

On the My Documents tab you can see all documents for which you are the owner, and any documents that have been disseminated to you and their Status and Dissemination Status:

Library

Published Documents My Documents

**My Documents** Bulk Download

Search

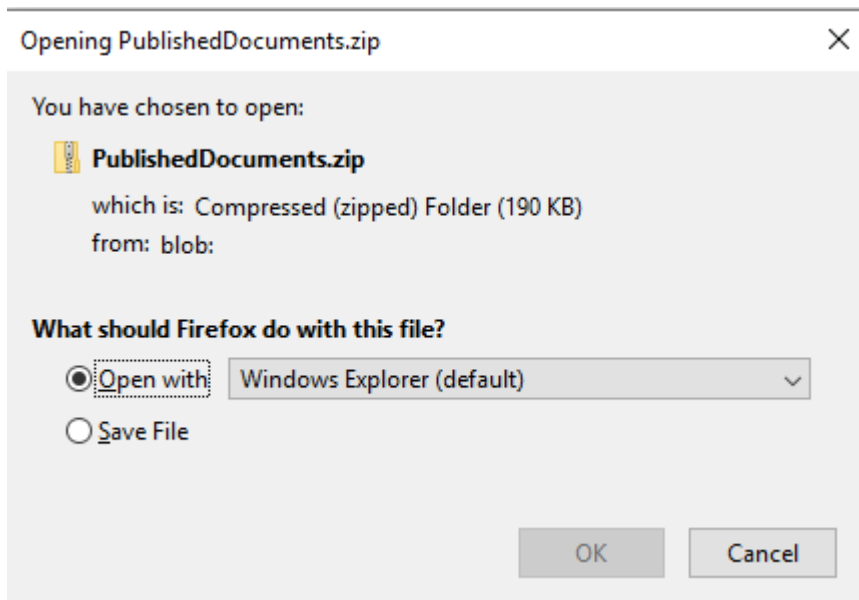
<input checked="" type="checkbox"/>	Title	Description	Document Number	Version Number	Document Owner	Last Reviewed Date	Next Review Date	Status	Dissemination Status	
<input checked="" type="checkbox"/>	Title	Description	Document Number	Version Number	Document Owner	Last Reviewed Date	Next Review Date	Status	Dissemination Status	
<input checked="" type="checkbox"/>	342r322	ewfve	342	1	Gaurav Singhal4	09-08-2021	09-08-2022	Published		
<input checked="" type="checkbox"/>	ABC	ADADAD	123	1	Carol Pray	01-08-2019	01-08-2020	Published		
<input checked="" type="checkbox"/>	abcde	test - Attachments - v2-v	BPO.029	3	Carol Pray	02-07-2020	02-07-2021	Published		
<input checked="" type="checkbox"/>	abcde		BPO.029	2	Carol Pray	02-05-2020	02-05-2021	Published		

Click the Title of any document on the My Documents tab to view the document and any Attachments and Related Documents:



You can Bulk Download PDFs of the documents also.

1. Select the checkboxes for the documents you want to download.
2. Click **Bulk Download**. The dialog box for the resulting zip file displays:



3. Select to open or save the .zip file
4. Click **OK**.

**NOTE:** If you are a Librarian, Admin, Document Owner, or Project Manager, you have the additional option of being able to download Word documents, or both Word and PDF version of documents. Otherwise, you can download only PDFs.

### Published Document Details

The General Information screen for each published policy, procedure, or contract in the Library has an additional set of tabs:

**Document Details**

Tasks Discussions Attachments Impact Analysis Related Documents Approvers Acknowledge

Schedule PandP.Document.12641-A.7748-A (Active)  
 Start Date: Wednesday, July 21, 2021 End Date: Thursday, July 22, 2021 Planned Hours: 4

Search

Seq	Task Name	Planned Start Date	Planned Hours	Planned Due Date	Actual Hours	Completed On	Progress	Status	Assigned	Depends		
1	Task 1	07-21-2021	1	07-22-2021	0		11%	In Process	Cory Beld	--	Edit	Remove
2	Task Two	07-21-2021	3	07-21-2021	0		13%	In Process	Cory Beld	--	Edit	Remove

- Tasks – lists all task for the document
- Discussions – lists all discussion related to the document
- Attachments – lists all attachments uploaded to the document
- Impact Analysis – provides an **Upload Impact Analysis Document** button to upload a file from Regulatory Analyzer module that document the impact of the P&P to the organization.
- Related Documents – lists any other polices related to this document
- Approvers – lists the approvers of the document
- Acknowledge – provides a place to upload the list of signature users for the document, to show which recipients have received, read, and acknowledged their review and understanding of a document. This tab is only visible when the document is published and ready for Acknowledgment.

### Add New Project

To add a new project in the P&P module:

- 1) Click **Add New Project** from the My Dashboard area of the Dashboard screen. The New Project dialog box displays:

**New Project** Save Back

**General Information**

Project Name:

Project Manager:

Project Description:

- 2) Enter a **Project Name**
- 3) Select a **Project Manager** from the dropdown list

- 4) Enter a **Project Description**
- 5) Click **Save**. The General Information screen appears with the new project listed as Draft in the graph and table. All new P&P projects end in “-A” while older projects may not share this naming convention.

As the initiator of the project, you are the Project Manager when you create a new project (you must have the Project Manager role in your user profile), but you can assign the project to another Project Manager by changing the user listed in the Project Manager drop down on the project’s General Information screen. Admins can change Project Managers also.

## Add Document

To add a new document to a project:

1. Select a **Project**
2. From the General Information screen, click **Add Document**
3. Enter information in the fields on the New Document screen:

Add Document			
<b>General Information</b>			
Document Number	<input type="text" value="Document Number"/>	Issuing Departments	<input type="text" value="Select all / Deselect all"/> <input type="text" value="Select Some Options"/>
Title	<input type="text" value="Title"/>	Reasons For Initiation	<input type="text" value="Select all / Deselect all"/> <input type="text" value="Select Some Options"/>
Document Type	<input type="text" value="Select an Option"/>	Department Scope	<input type="text" value="Select all / Deselect all"/> <input type="text" value="Select Some Options"/>
Document Owner	<input type="text" value="Select an Option"/>	Effective Date	<input type="text" value="Effective Date"/> <input type="text" value="Calendar icon"/>
Lines Of Business	<input type="text" value="Select all / Deselect all"/> <input type="text" value="Select Some Options"/>	Review Frequency	<input type="text" value="Select an Option"/>
Plan Types	<input type="text" value="Select all / Deselect all"/> <input type="text" value="Select Some Options"/>	Next Review Date	<input type="text" value="Next Review Date"/> <input type="text" value="Calendar icon"/>
Media Types	<input type="text" value="Select all / Deselect all"/> <input type="text" value="Select Some Options"/>	Expiration/Archive Date	<input type="text" value="Expiration Date"/> <input type="text" value="Calendar icon"/>
Subject to Outside Regulatory Review	<input type="checkbox"/>	Team Members	<input type="text" value="Select all / Deselect all"/> <input type="text" value="Select Some Options"/>
Budget	<input type="text" value="\$ Budget"/>		
<b>Description</b>			
<input type="text" value="Description"/>			

- a. Enter a **Document Number**—This field is free text. Use your company’s numbering convention for your document numbers if you have one.
  - i. **NOTE:** this must be unique, the same Document number cannot be used across multiple documents.
- b. Enter a **Document Title** This field is free text. Use your company’s naming convention for your document titles if you have one.
- c. Select a **Document Type** from the dropdown list. Specify whether the document is a policy, procedure, or contract.
- d. Select a **Document Owner** from the dropdown list
- e. Select one or more **Lines of Business** from the available options
- f. Enter the **Plan Types** relevant for this document, based on the Line of Business you select

- g. Select the relevant **Media Types** from the available options
  - h. Select the “Subject to Outside Regulatory Review” checkbox to mark this document as subject to that review
  - i. Enter a dollar value for the **Budget** for this project
  - j. Enter a **Description** of the document
  - k. Select the **Issuing Department** from the dropdown list
  - l. Select the **Reason for Initiation** from the dropdown list
  - m. Select one or more departments from the available options for **Department Scope**.
  - n. Enter an **Effective Date** for the document
  - o. Enter the **Review Frequency** for review of this document
  - p. Enter the **Next Review Date**. This date is populated based on the Review Frequency selected but can be changed if necessary.
  - q. Enter the **Expiration/ Archive** date for the document
  - r. Select **Team Members** for the document for review and approval purpose
4. Click **Save**. The properties for the new document are created and the Select File field displays:

**Document**

Select File

5. Add a **Document**
- a. Click **Select File**
  - b. Browse to the file you want to upload and click **Open**

**NOTE:** The filename maximum length is 100 characters. The characters in the filename can be anything that Windows allows; if you are working on a Windows Operating System (OS) then any valid filename can be used in CodySoft.

6. Click **Save**

The document is now ready for review and approval.

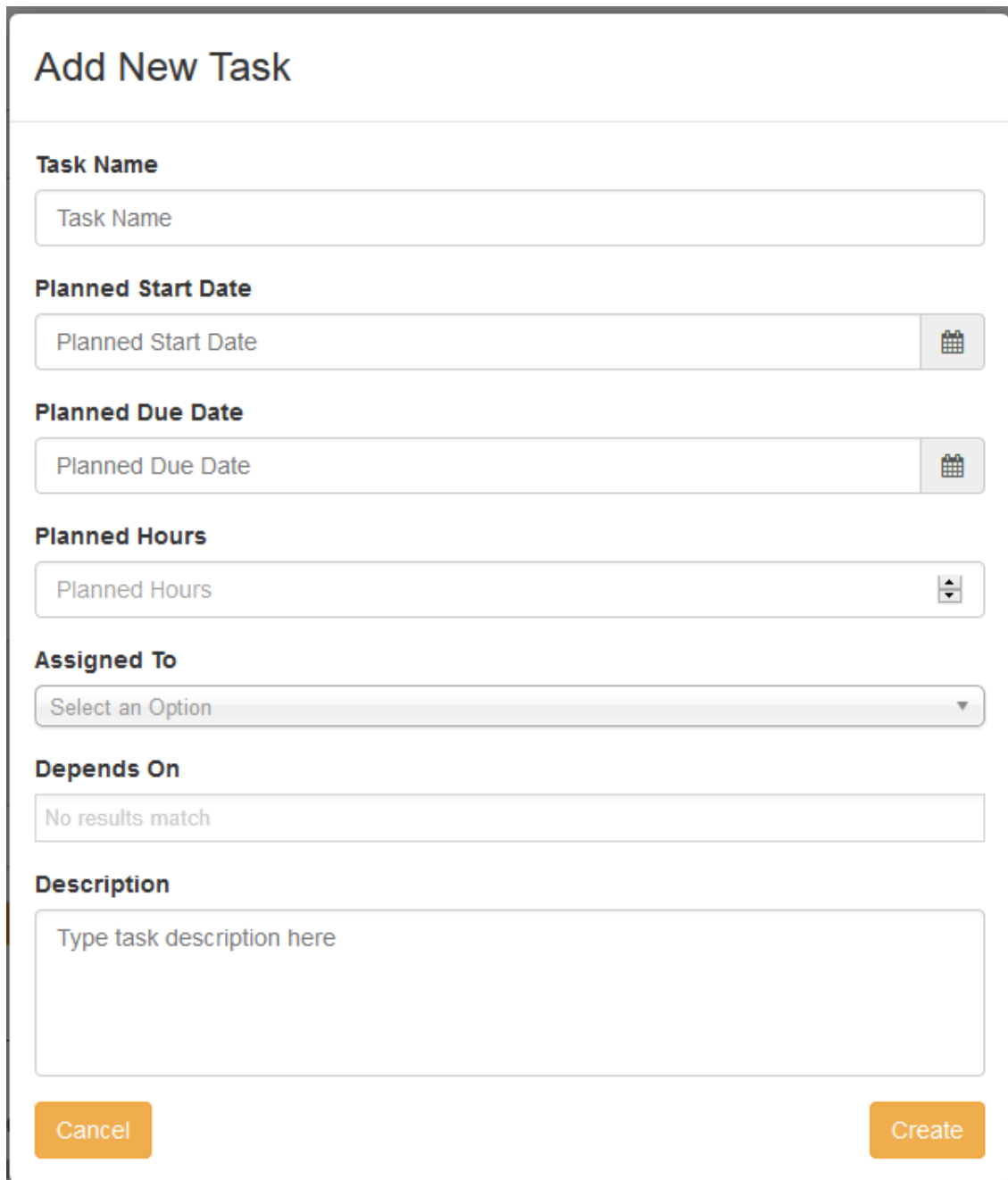
## Tasks

Use the Tasks tab in Document Details to assign tasks to project and document team members.

**NOTE:** You must add Team Members on the General Information screen of the document before you can select them in the Assigned To field in the Add New Task dialog box.

To add a task:

1. Click **New Task**. The Add New Task dialog box displays

The image shows a 'Add New Task' dialog box. It has a title bar at the top with the text 'Add New Task'. Below the title bar, there are several input fields: 'Task Name' (a text box with placeholder text 'Task Name'), 'Planned Start Date' (a date picker with a calendar icon), 'Planned Due Date' (a date picker with a calendar icon), 'Planned Hours' (a text box with a spinner icon), 'Assigned To' (a dropdown menu with 'Select an Option' and a downward arrow), 'Depends On' (a text box with 'No results match'), and 'Description' (a large text area with placeholder text 'Type task description here'). At the bottom of the dialog box, there are two buttons: 'Cancel' on the left and 'Create' on the right.

2. Enter information about the task
3. Click **Create**

The task is added to the task list and appears in the My Tasks tab for the person(s) assigned to it.

## Edit Tasks

You can edit tasks from the Tasks tab on the Document Details screen of a Document.

The screenshot shows the 'Document Details' screen for 'Schedule PandP Document 5633 8225 (Active)'. The 'Tasks' tab is selected. Below the tabs, there is a summary bar with 'Start Date: N/A', 'End Date: N/A', and 'Planned Hours: 0'. A 'New Task' button is on the right. Below this is a table with columns: Seq, Task Name, Planned Start Date, Planned Hours, Actual Hours, Status, Assigned To, and Depends On. The table is currently empty, displaying 'No records found'.

1. Click the Tasks tab
2. Click **Edit**. The Task Information screen displays.

The screenshot shows the 'Task Information' screen for the task 'Test Cancel doc 3-5-19' (Complete). The task is assigned to Stephen Billas. The planned start date is 03/05/2019, and the planned due date is 03/06/2019. The planned hours are 1, and the actual hours are 0.5. The actual completion date is 03/05/2019. The progress bar is at 100%. The description is 'Test Cancel doc 3-5-19'. The depends on section shows '-- nothing to show --'.

## Update Progress

1. On the Task Information screen, click **Update Progress** to add information on the task.
2. Enter the **Actual Hours** spent on the task

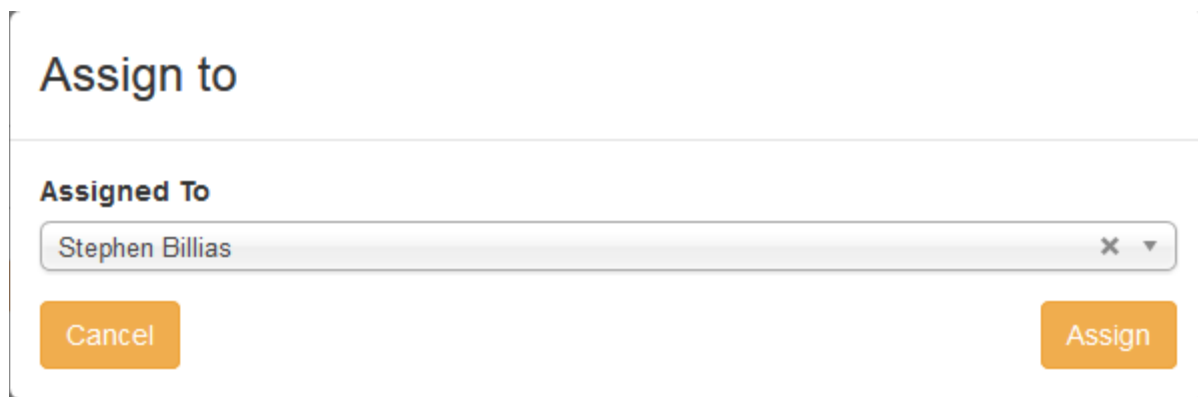
The screenshot shows the 'Update Task Progress' screen. It has a title 'Update Task Progress'. Below the title is a section for 'Actual Hours' with a text input field containing '0' and a spinner button. Below that is a section for 'Progress' with a progress bar showing '33%' and a slider. At the bottom are two buttons: 'Cancel' and 'Update'.

3. Use the slider to set the percentage of task that is completed. If you set the Progress to 100%, the task is marked Complete.
4. Click **Update**
5. Optionally you can also update the following Task fields:
  - a. Task Name
  - b. Actual Completion Date
  - c. Description
  - d. Depends On

#### *Assign To*

You can assign the task to another owner

1. Click **Assign To**

A screenshot of a web application dialog box titled "Assign to". Below the title is a section labeled "Assigned To" containing a text input field with the name "Stephen Billias" and a small "x" icon to its right. At the bottom of the dialog are two orange buttons: "Cancel" on the left and "Assign" on the right.

2. Select a new Task Owner from the list
3. Click **Assign**

#### *Edit Documents*

Team members are assigned tasks to edit the document. See *Tasks*. When a team member is assigned a task, they access the document from the link in the Document field on the General Information portion of the Draft Document screen.

Only documents in Draft status can be edited or replaced. Documents in Published status are available for download only.

#### *Replace Draft Document*

1. Click **Select New File**
2. Browse to locate the replacement file and click **Open**
3. Click **Save**. The new document replaces the previous document.

### Edit Draft Document

1. Click the document name to open the document. A lock is placed on the document so that no one else can edit it:

Draft Document #COR-009 (v.4) [Save] [On Hold] [Back]

**General Information**

Parent Version Id: 8260-A

Document Number: COR-009 This is a test file.docx you [Select New File]

If someone else has the document open for editing, their name appears on the lock of the document.

2. Make edits in MS Word with Track Changes on.
3. Save and close the document. Changes are visible to other people assigned to edit the document.
4. Mark the task as complete. See *Update Progress*

### Replace an Existing Document

You can replace an existing document only from the Library. See *Review Document*.

### Add Discussion

Use the Discussion tab to create and moderate discussions between team members on issues affecting P&Ps. Discussions can be created at the Project level and the Document level.

At the Project level only the assigned Project Manager can create or close a discussion. At the Document level, both the document owner and the project owner can initiate and close discussions. Also, any user with Admin rights can open, close, or manage discussions.

To add a discussion item:

- 1) From the Discussion tab either on a Project or on a Document within a Project, click **Add Discussion**. The New Discussion dialog box displays:

New Discussion [Save] [Back]

**Discussion Information**

Subject: Project fields before policy creation Users: Brian Yavorsky

Description: Test Discussion

- 2) Enter a **Subject**
- 3) Select the user or users you want included in the discussion
- 4) Enter a discussion **Description**

- 5) Click **Save**. The Open Discussion screen displays, with the number of the discussion in the header:

Open Discussion #481 Save Close Back

**Discussion Information**

**Subject** Project fields before policy creation **Users** Brian Yavorsky

**Description**  
Test Discussion

**Comments (0)**  
Comments not found. Why not write the first one?  
Type your comment here  
Submit Comment

### *Close Discussion*

To close a Discussion:

**Close Discussion**

Please specify the reason (final comment)

Issue resolved.

Cancel Close

### *Add Attachment*

Use the Attachment tab to add attachments related to P&Ps.

To add an attachment:

- 1) From the Attachments tab in My Dashboard, click **Add Attachment**. The Upload a File dialog box displays:

**Upload a File**

Please select a file and click Upload button

Select File

Cancel Upload

- 2) Click **Select File**

- 3) Navigate to the file you want to upload and click **Open**

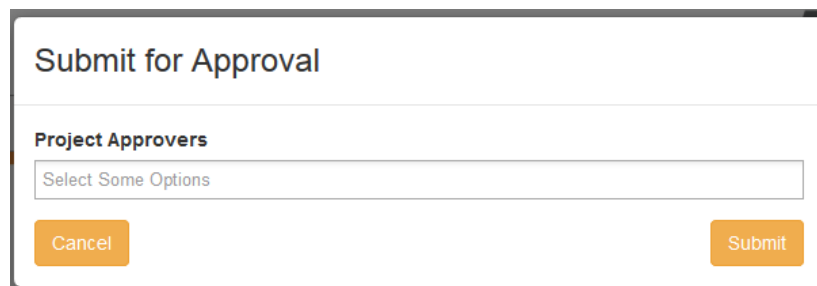
**NOTE:** The filename maximum length is 100 characters. The characters in the filename can be anything that Windows allows; if you are working on a Windows Operating System (OS) then any valid filename can be used in CodySoft.

- 4) Click **Upload**. The file you selected is uploaded to the project and displays in the attachments list. After you upload an attachment, you can't edit it. You can delete it and replace it with a new attachment. You can upload multiple attachments.

### Get Project Approval

After all document(s) are uploaded into the project, submit a project for approval:

- 1) From the Project Details screen, click **Get Approval**. The Submit for Approval dialog box displays

A screenshot of a web dialog box titled "Submit for Approval". Inside the dialog, there is a section labeled "Project Approvers" with a dropdown menu below it that says "Select Some Options". At the bottom of the dialog, there are two orange buttons: "Cancel" on the left and "Submit" on the right.

- 2) In the Project Approvers field, select the names of the people you want to approve the project.
- 3) Click **Submit**. The project is submitted for approval and the status of the project is changed to Pending Approval.

### Approve or Reject a Project

If you are identified as a person who should approve a project, when that project is submitted for approval, you will receive an email notification.

To approve or reject a project:

1. Click the link in the notification email.
2. On the Project Details screen, click Approve or Reject.

#### Approve a Project

To approve a project:

1. From the notification email you receive, click the link from the project name
2. Click **Approve**. Your approval is registered, and Notifications are sent to the Project Manager and Document reviewers.

#### Reject a Project

To reject a project:

1. From the notification email you receive, click the link from the project name
2. Click **Reject**.

3. In the Reject Project dialog box, enter the reason why you are rejecting the project



The dialog box is titled "Reject Project". Below the title is a section labeled "Specify the Reason" which contains a text input field with the placeholder text "Type the reason here". At the bottom of the dialog are two orange buttons: "Cancel" on the left and "Reject" on the right.

4. Click **Reject**. The project reverts from Pending Approval to Draft status and the Project Manager and Document Owner are notified of the rejection.

The Approvers tab on the Project Details screen shows the status of the approvals:

Project Details				
<div>Documents Discussions Attachments Approvers</div>				
Name	Comments	Voted On	Vote	
Cory Belden	We need to revise the information within this project, should be applicable to IT only.	07-06-2021 08:21:52 AM	✗	
Cory2 Belden2			⌚	
Stephen Billias	Missing details	07-06-2021 08:14:52 AM	✗	

- Name of the approver
- If the project is rejected, the comment reason
- Date and time the project was voted on
- The vote.
  - Green checkmark for approved
  - Red X for rejected
  - Hourglass icon for vote pending

When all approvers have approved the project, the project's status changes to Approved and work on the Documents can begin. Once all documents in a project have been approved, the project manager can move the project to Complete status.

### Approve Document

1. To approve a document:
2. Select a Document from the list of documents in a project

3. Click Get Approval. The Submit for Approval dialog box displays.

## Submit for Approval

### Document Approvers

Stephen Billias x

Cancel

Submit

4. Click Submit. The document is submitted for approval and notifications are sent to the Project Manager and all Document Approvers listed.

### Place a Document On-Hold

When a project is approved, team members work on the documents. There may be instances when a document owner or project manager or Admin wants to pause the work on a document or group of documents because questions have arisen in the organization about the document in question, and the document may eventually be cancelled. In this case, the document owner or project manager can place the document On Hold:

Draft Document #111111 (v.1) Save Get Approval On Hold Back

General Information

Document Number

111111

2017HolidaysTest.docx

Title

SB Test 2-13-18

Issuing Departments

BPO x

Document Type

Policy x

Reasons For Initiation

CMS Mandate x

Document Owner

Stephen Billias x

Department Scope

BPO x

Lines Of Business

Medicare x

Effective Date

04/01/2018

Plan Types

Medicare | MAPD x

Review Date

02/21/2018

Media Types

ANOC x

Review Frequency

Annually x

Subject to Outside Regulatory Review

☒

Expiration Date

05/31/2018

Budget

\$ 1

Archive Date

06/01/2018

Team Members

Stephen Billias x

Description

SB Test 2-13-18

1. From the General Information screen of the document, click On Hold. The Place the Document On Hold dialog box displays.

## Place the Document On Hold

Are you sure you want to place this Document On Hold?

No

Yes

- Click **Yes** to place the document on hold. A Release button appears on the General Information screen for the document. Use this button to release the document from On Hold status.

### Complete Project

When all documents are approved, the Project Manager can mark the project as complete:

To complete a project:

- Select a **Project**
- From the General Information screen, click **Complete**
- At the “Are you sure?” prompt, click **Yes**. The project is marked as Complete and moved to the Archives. Any Published documents from the project that have expiration dates in the future remain in the Library.

### Send a Document for Acknowledgment

After all documents are approved and the project is marked complete, the documents are published, and you can obtain acknowledgment of the approved documents.

**NOTE:** You must be the document owner to request acknowledgment.

On the Acknowledge tab of the Published Document screen:

- Click **Select Internal Users** OR **Upload External User List** OR **Add External Users Manually**:

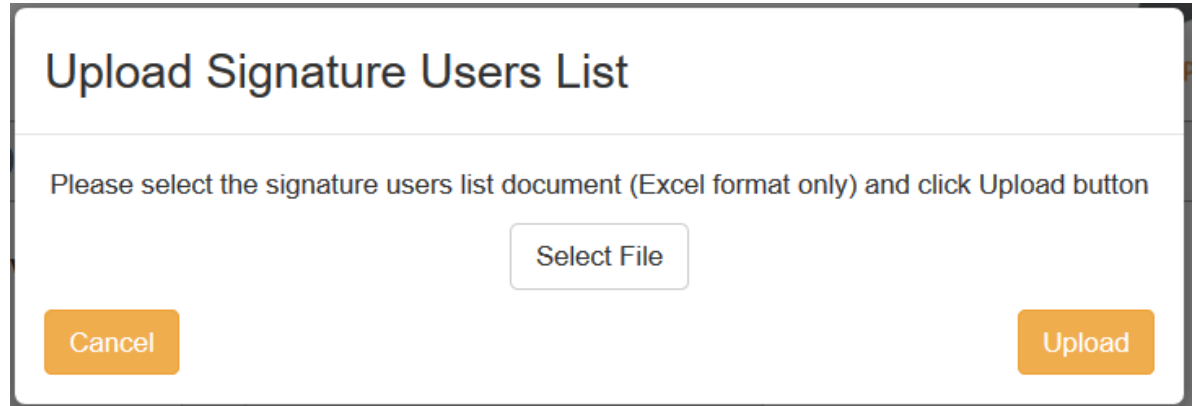
Click **Cancel Dissemination** to stop a dissemination already in progress



- Deselect the checkbox in the first column next to any user to remove them from the dissemination list.

To upload a list of external users who aren't licensed CodySoft users but have access to published documents in the library, such as outside vendors, partners, and contractors who must acknowledge the document:

- a. Click **Upload External User List**. The Upload Signature Users List dialog box displays.






- b. Browse to select a **.xls or .xlsx** file for upload.

**NOTE:** The filename maximum length is 100 characters. The characters in the filename can be anything that Windows allows; if you are working on a Windows Operating System (OS) any valid filename can be used in CodySoft.

- c. Click **Upload**. The list of signatories appears in the Acknowledge tab, with the following information:

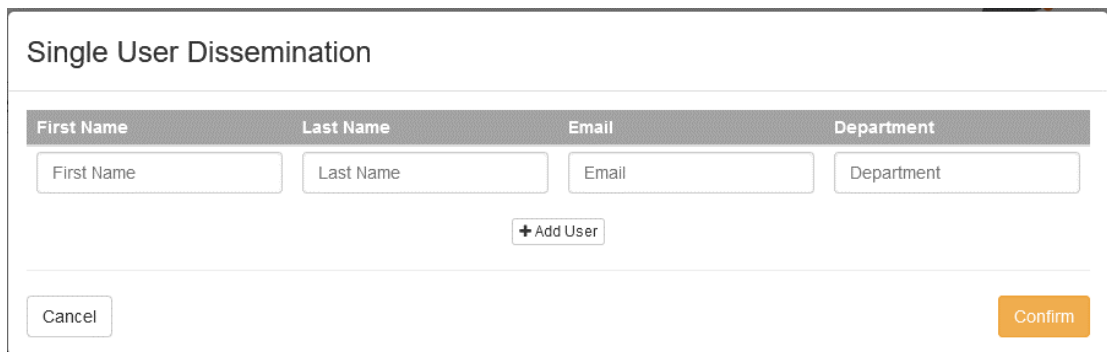
- Checkbox that indicates acknowledgment was sent. The checkbox is greyed out if the user has acknowledged the document
- Name of person to whom the acknowledgment was sent
- Email of person to whom the acknowledgment was sent
- An indicator of whether or the acknowledgment was signed. The hourglass icon is replaced by a green checkmark when a user acknowledges a document
- The date of the last status change



Document Details						
Tasks	Discussions	Attachments	Impact Analysis	Related Documents	Approvers	Acknowledge
<div> <div>Select Internal Users</div> <div>OR</div> <div>Upload External User List</div> <div>OR</div> <div>Add External Users Manually</div> </div> <div> <div>Start Dissemination</div> <div>Cancel Dissemination</div> <div>Resend Acknowledgment</div> </div>						
<input checked="" type="checkbox"/>	Name	Email			Signed	Last Status Change
<input checked="" type="checkbox"/>	Stephen Billias	sbillias@codyconsulting.com				07/06/2021 07:37 AM
<input checked="" type="checkbox"/>	Cory Belden	cbelden@codyconsulting.com				07/06/2021 07:37 AM
<input checked="" type="checkbox"/>	Cory2 Belden2	cbelden85@gmail.com				07/06/2021 07:37 AM

To enter the names and emails of individual external users who aren't licensed CodySoft users but have access to published documents in the library, such as outside vendors, partners, and contractors who must acknowledge the document manually:

- a. Click **Add External Users Manually**. The Single User Dissemination dialog box displays.

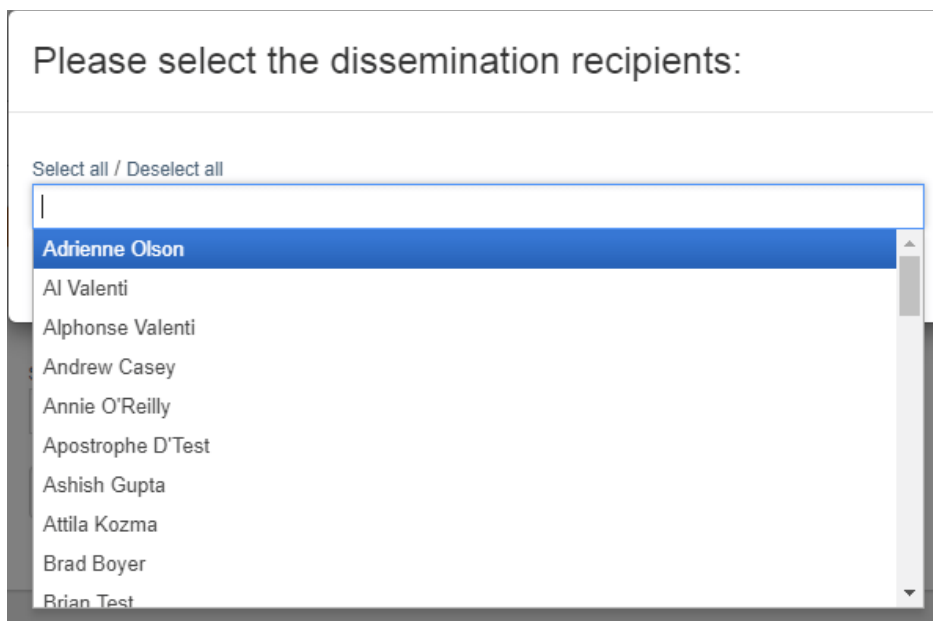


The dialog box is titled "Single User Dissemination". It contains a table with four columns: "First Name", "Last Name", "Email", and "Department". Each column has a corresponding text input field below it. Below the input fields is a button labeled "+ Add User". At the bottom left is a "Cancel" button, and at the bottom right is a "Confirm" button.

- b. Click **Add User** to add another person to the dissemination list
  - c. Click **Confirm** to complete the list
2. Click **Start Dissemination** to send the document for signatures. An email notification goes to each email address in the list with a URL to link to the PDF of the document. The PDF has a checkbox that states: "I hereby acknowledge and accept this document".

**To select internal PandP users:**

- a. Click **Select Internal Users**.



The dialog box is titled "Please select the dissemination recipients:". It has a sub-header "Select all / Deselect all". Below this is a search bar. A list of names is displayed below the search bar, with "Adrienne Olson" selected. The list includes: Adrienne Olson, Al Valenti, Alphonse Valenti, Andrew Casey, Annie O'Reilly, Apostrophe D'Test, Ashish Gupta, Attila Kozma, Brad Boyer, and Brian Test.

- b. Select users you want to receive the acknowledgment dissemination. You can Select all to send to the entire list.
  - c. Click **Confirm** to confirm the list of users
  - d. Click **Start Dissemination**

## Dissemination Options

When a document is out for acknowledgment, you have several options for managing the dissemination:

The screenshot shows a 'Document Details' header with tabs for Tasks, Discussions, Attachments, Impact Analysis, Related Documents, Approvers, and Acknowledge. Below the tabs is a 'Dissemination History' section with a '278 Signatures' indicator. At the bottom, there are three buttons: 'Select Internal Users', 'Upload External User List', and 'Add External Users Manually', followed by 'Start Dissemination', 'Cancel Dissemination', and 'Resend Acknowledgment'.

- Click **Cancel Dissemination** to stop a dissemination already in progress



- Deselect the checkbox in the first column next to any user to remove them from the dissemination list.

You can add users to the acknowledgment list even after the dissemination has begun. Click **Select Internal Users**, **Upload External User List**, or **Add External Users Manually**. See *Multiple Dissemination*.

## Resend Acknowledgment

You can resend the acknowledgment at any time.

- Click **Resend Acknowledgment**

A confirmation message displays with only the names of those users who have not yet signed the acknowledgment.

The dialog box is titled 'Please Confirm Users'. It contains the text 'Are you sure you want to begin dissemination for the following users?'. Below this is a table with four columns: First Name, Last Name, Email, and Department. The table lists three users: Stephen Billias (BPO), Cory Belden (BPO), and Cory2 Belden2 (IT). At the bottom right are 'Cancel' and 'Confirm' buttons.

First Name	Last Name	Email	Department
Stephen	Billias	sbillias@codyconsulting.com	BPO
Cory	Belden	cbelden@codyconsulting.com	BPO
Cory2	Belden2	cbelden85@gmail.com	IT

2. Click **Confirm** to resend the acknowledgment.

### *Acknowledge a Document*

If you receive a request to acknowledge a document:

1. Click the link in the email you receive

**NOTE:** Your acknowledgment differs depending on whether you are a licensed user of CodySoft.

For licensed users, after you review the Document and any attachments:

- a. Select the checkbox next to 'I hereby acknowledge and accept this document'.

For external, non-licensed users, after you review the Document and any attachments:

- a. Enter your first name
- b. Enter your last name
- c. Enter your email address
- d. Select the checkbox next to 'I hereby acknowledge and accept this document'.

2. Click **Accept**. The list on the Acknowledgment tab is updated with your acceptance

### *Reports*

In Reports you can view reports in a variety of categories using the tabs provided:

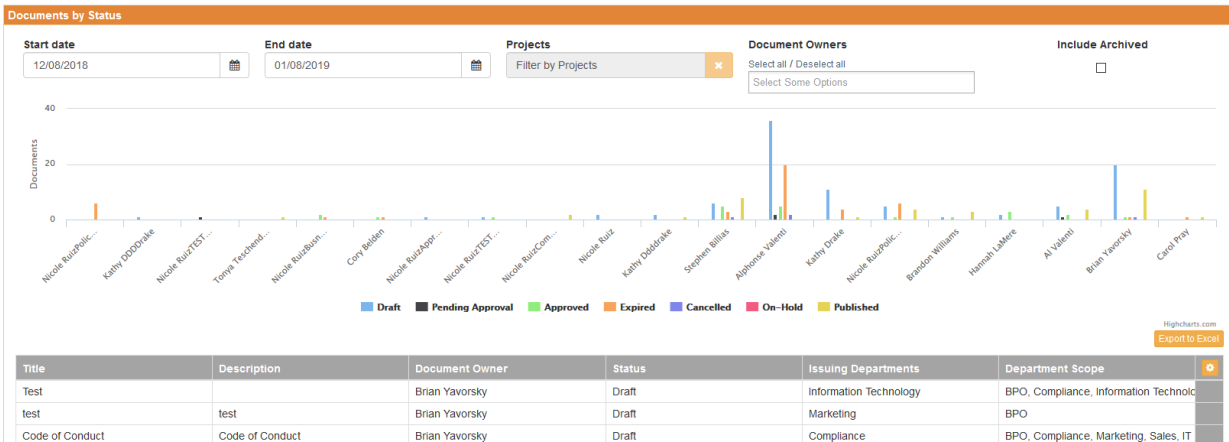
- Documents by Status
- Approved Document List with Critical Action
- Recently Archived Documents
- Documents that are Subject to Outside Regulatory Review
- Dissemination History Report

### *Documents by Status*

The **Documents by Status** report provides a set of statistics in graph form, showing who is working on documents, and what statuses those documents are in. The statuses are:

- Draft
- Pending Approval
- Approved
- Expired
- Cancelled
- On Hold
- Published

## Reports



You can filter on the documents by entering a date range in the Start date and End date fields, and by filtering by projects or document owners. You can also select the Include Archived checkbox to display documents that are cancelled or beyond their archived date.

### Approved Documents List with Critical Action

The **Approved Documents List with Critical Action** report lists all approved documents that have an upcoming Expiration, Next Review, or Archive date. You can specify a date range to refine the list.



## Recently Archived Documents

The **Recently Archived Documents** report lists all documents that have been archived within a date range you specify:

Reports

Documents by Status | Approved Documents List with Critical Action | **Recently Archived Documents** | Documents that are Subject to Outside Regulatory Review | Dissemination History Report

**Recently Archived Documents**

Start date: 06/03/2020 End date: 02/24/2021 [Export to Excel](#)

Document Number	Title	Document Owner	Issuing Departments	Department Scope	Expired Y/N	Expiration Date	Archive Date
45678	SBTest1111418	Stephen Billas	BPO	BPO	✓	09-30-2020	10-01-2020
123	ABC	Carol Pray	BPO	BPO	✓	09-03-2020	08-04-2020
IT-HIPAA.022	Breach Incident Policy	Brian Yavorsky	Information Technology	Information Technology, Mari	✓	01-02-2021	01-03-2021
IT-HIPAA.029	Medicare Advantage Policy	Brian Yavorsky	Information Technology	BPO, Compliance, Informatic	✓	09-26-2020	09-27-2020
HIPAA-IT.32	Medicare Policy about policie	Brian Yavorsky	Information Technology	BPO, Compliance, Informatic	✓	11-12-2020	11-13-2020
Andy Attachment Test	Andy Attachment Test	Andrew Casey	Information Technology	Information Technology	✓	09-11-2020	09-12-2020
Andy Attachment Test	Andy Attachment Test	Andrew Casey	Information Technology	Information Technology	✓	06-06-2020	06-07-2020
Corys Policy	My policy	Cory Belden	BPO, IT	Information Technology	✓	07-31-2020	08-01-2020
Andy Attachment Test 5/12	Test	Andrew Casey	Marketing	Information Technology	✓	06-06-2020	06-07-2020
zz-01	Z+C's test doc	Zane Zglobicki	IT	IT	✓	01-07-2021	01-08-2021

## Documents that are Subject to Outside Regulatory Review

The **Documents that are Subject to Outside Regulatory Review** report lists all documents that have the *Subject to Outside Regulatory Review* checkbox selected on the General Information screen of the document. You can filter the list by review frequency:

Reports

Documents by Status | Approved Documents List with Critical Action | Recently Archived Documents | **Documents that are Subject to Outside Regulatory Review** | Dissemination History Report

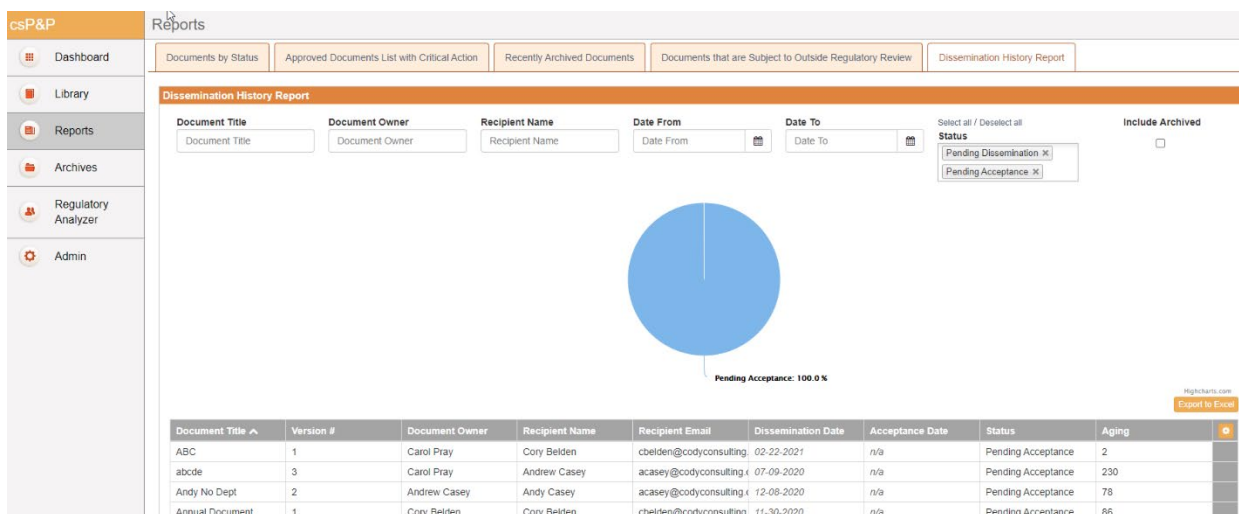
**Documents that are Subject to Outside Regulatory Review**

Frequency of Reviews:  [Export to Excel](#)

Name	Document Owner	Issuing Departments	Department Scope
Test	Brian Yavorsky	Customer Service	Customer Service
Password Security Requirements	Al Valenti	IT	IT, BPO, Compliance, Marketing, Sales
Testing 1/3/17	Stephen Billas	BPO	BPO

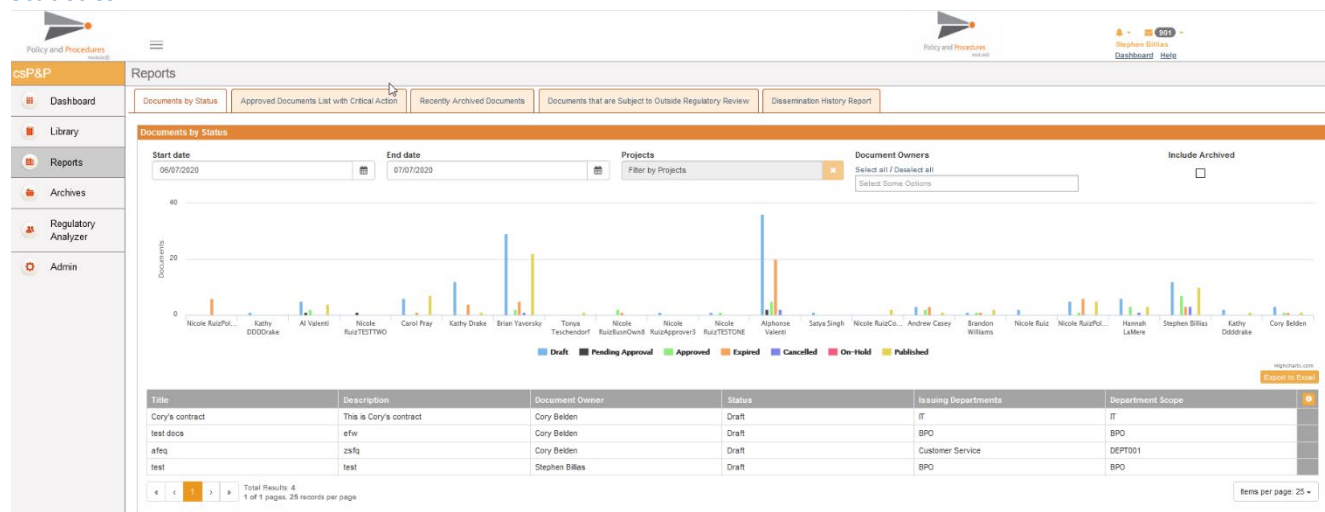
## Dissemination History Report

The **Dissemination History Report** provides a list of documents and their associated dissemination information including status, and a pie chart showing the overall status of dissemination of documents.



Filter on any or all fields on the Dissemination History Report screen to see a subset of all history. Select the *Include Archived* checkbox to include archived documents also. Click **Export to Excel** to save the Dissemination History Report as an Excel file.

## Statistics



The Statistics area of the Reports screen also provides these statistics in table format by Project Owner.

## Archives

In Archives, you can view Archived items in two categories:

- Archived Projects
- Archived Documents

You can also search for archived projects or documents

1. Enter a search string in the search bar



The table displays all projects or documents that meet the search criteria.

You can also search using the filters on the columns in the table. See *Search My Projects*

Archives						
Archived Projects						
Search						
Project #	Policy Project Name ^	Description	Status	Issuing Departments	Department Scope	
Project #	Policy Project Name	Description	Status	Issuing Departments	Department Scope	
3809	Figure out Project and Policy States	Testing P&P	Complete	Operations, Informating Technology	PMO, Compliance, Marketing, Informating T	
3873	HR Compliance Policies	This is Cody Consulting's initial policy on pc	Complete	Compliance	Compliance, PMO, Marketing, Informating T	

## Unarchive a Document



### Review Document: SBTest111418

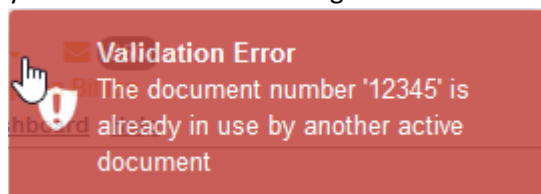
To unarchive, please select the next Expire/Unarchive date:

**Expiration/Archive Date**

CancelUnarchive

2. Enter a new Expiration/Archive date
3. Click **Unarchive**. The document is unarchived, and the Expiration/Archive Date is updated on the General Information section of the document.

**NOTE:** You cannot unarchive an active document. If you try to unarchive an existing document, you receive an error message:



## Regulatory Analyzer

Click Regulatory Analyzer to open that application from the P&P module.

## Admin

If you are an Admin, you have access to the Admin tab in the P&P module.

In Admin you can manage items and settings

## Items

To manage items:

Click **Items**. The Manage Items screen displays:

Admin > Manage Items		
Document Types      Reasons for Initiation		
Document Types		
Add Item		
Search		
Name	Edit	Remove
Policy	Edit	Remove
Procedure	Edit	Remove
Contract	Edit	Remove

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There are two tabs on the Manage Items screen:

- Document Types
- Reasons for Initiation

### Document Types

To add new Document Types:

1. Click **Document Types**
2. Click **Add Item**
3. In the Add New Item dialog box, enter a new **Name**
4. Click **OK**.

To edit Document Types:

1. Click **Document Types**
2. Click **Edit** in the row for the Document Type for which you want to edit the Name
3. Enter a different **Name**
4. Click **OK**

To remove Document Types:

1. Click **Document Types**
2. Click **Remove** in the row for the Document Type you want to remove
3. Click **Remove** again to remove the Document Type from the list

## Reasons for Initiation

To add a new Reason for Initiation:

1. Click **Reason for Initiation**
2. Click **Add Item**
3. In the Add New Item dialog box, enter a new **Name**
4. Click **OK**.

To edit a Reason for Initiation:

1. Click **Reason for Initiation**
2. Click **Edit** in the row for the Reason for Initiation for which you want to edit the Name
3. Enter a different **Name**
4. Click **OK**

To remove a Reason for Initiation:

1. Click **Remove** in the row for the Reason for Initiation you want to remove
2. Click **Remove** again to remove the Reason for Initiation from the list

## Settings

### Reminder Settings

In Settings, you can set the intervals for and iterations for Acknowledgment, Expire and Archive, and Review notifications that are sent to users.

Admin > Settings

Reminder Settings | Dissemination Settings

**Reminder Settings**

Save

Acknowledgement Settings ☒

How Many Reminder Notices: 3

Days Between Notices: 1

Expire Settings ☒

How Many Notices: 3

Days In Advance Of First Notice: 10

Review Settings ☒

How Many Notices: 3

Days In Advance Of First Notice: 10

To activate notifications, select the checkboxes for the notifications you want to send. Then you can configure how many notices to send and at what intervals in advance of the first notice.

### Acknowledgment Settings

The “How Many Reminder Notices” setting allows you to specify how many rounds of reminders you want to send for an acknowledgment.

The “Days Between Notices” setting lets you set the interval between notices.

### Expire and Review Settings

The “How Many Notices” setting allows you to specify how many notices you want to send for an upcoming Expiration or Review.

The “Days in Advance of First Notice” setting allows you to specify how many days before the date of Expire or Review that the 1st notice goes out. For example, if someone sets “How Many Notices” to “3” and “Days in Advance of First Notice” to “10”, then the user would get notices on Days 10, 9, and 8.

### Dissemination Settings

1. Select the **Required Employee Id** checkbox to enforce the requirement for the Employee Id field to be filled out when sending a document for dissemination.
2. Click **Save**.

### Notifications

The system sends notifications when there are changes to status or other changes about which an owner needs to be notified. Here is a chart that details when and to whom notifications are sent. Blue color and underlining indicate a linked field:

Notification Condition	Notification/Email subject line	Notification/Email text
When a project is assigned, notify assignee	You have been assigned to a project	Project Number, <a href="#">Project Name</a> , Assigned Project Manager
When a project is assigned, notify Assigned Document Owners	You have been assigned a Document	You have been assigned a Document. Project Number, <a href="#">Project Name</a> , Assigned Project Manager <a href="#">Document Id</a> , <a href="#">Document Name</a> , Document Owner,
When task is created, notify all task owners, notify Task Owners	You may begin [Task Name]	The following task has been assigned to you (see below) and you may begin now. Document #, Document Name, Project #, Project Name, Task Name, Task Description, Start Date, Due Date, <a href="#">Link to Document</a> .
When a task has been completed.	COMPLETED: [Task Name] [Task Assignee]	The following task has been completed for this document: Document #, Document Name, Next Review Date, Review Frequency, Project #, Project Name, Tenant #, Task Name, Task Description, Task Assignee, <a href="#">Link to Document</a> .
When Project is ready to be approved, notify Assigned Project Approvers	Please approve	Document [Project #] is ready to be reviewed Project Number, <a href="#">Project Name</a> , Assigned Project Manager, Tenant #

Notification Condition	Notification/Email subject line	Notification/Email text
When Project is approved, notify Project Manager	Project Approved	Project [Project #] has been Approved Project Number, <a href="#">Project Name</a> , Project Manager, Tenant #, Project Approvers
When Project is rejected, notify Project Manager	Project Rejected	Project [Project #] has been Rejected Project Number, <a href="#">Project Name</a> , Project Manager Tenant #, Document Approver Name, Vote Date, Vote, Comment
When Project is approved, notify the Project Team	[Project Name] has been approved	Project Number, <a href="#">Project Name</a> , Assigned Project Manager is approved
When a Document is ready for approval, notify Assigned Document Approvers	Please Approve	There is a Document that is ready to be reviewed. <a href="#">Document Id</a> , <a href="#">Document Name</a> , Document Owner, Expires On Date, Next Review Date, Review Frequency, Project #, <a href="#">Project Name</a> , Project Manager, Tenant
When a Document is approved, notify Document Owner and Project Manager	Document Approved	Document 'Document Name' has been Approved. <a href="#">Document Id</a> , <a href="#">Document Name</a> , Document Owner, Expires On Date, Next Review Date, Review Frequency, Project #, <a href="#">Project Name</a> , Project Manager Tenant, Document Approvers
When a Document is rejected, notify Document Owner and Project Manager	Document Rejected	Document 'Document Name' has been Rejected. <a href="#">Document Id</a> , <a href="#">Document Name</a> , Project Number, <a href="#">Document Name</a> , Document Owner, Expires On Date, Next Review Date, Review Frequency, Project #, <a href="#">Project Name</a> , Project Manager, Tenant, Document Approver Name, Vote Date, Vote, Comment
When Document is finally approved, notify the Document Team	Document Name has been approved	Project Number, <a href="#">Document Name</a> , Document Owner.
When a Document is Distributed, send email To Distribution of End Recipients list supplied	Document Acknowledgment Assigned	Dear [Employee First Name] [Employee Last Name], One or more Policy and Procedures documents require your review. Click the link(s) below to review and accept the document(s): Document Name, Next Review Date, Review Frequency, <a href="#">Click here to review and Accept the Document</a>

Notification Condition	Notification/Email subject line	Notification/Email text
Reminders to Document Owners when nearing Next Review Dates  Reminders on above within [OFF, or 1-N DAYS] of requested date and [X Frequency] where [] denotes configurability in the system.	Next Review Date Approaching	A document is up for review. Please access the document in the Library and use the magnifying glass to Review with no changes or Review and Revise. <a href="#">Document Id</a> , <a href="#">Document Name</a> , Document Owner, Expires On Date, Next Review Date, Review Frequency, Project #, <a href="#">Project Name</a> , Project Manager Tenant #
Reminders to Document Owners when nearing Expire Dates  Reminders on above within [OFF, or 1-N DAYS] of requested date and [X Frequency] where [] denote configurability in the system	Expiration Date Approaching	A document is set to expire and archive. Please access the document in the Library and use the magnifying glass to Review with no changes or Review and Revise. <a href="#">Document Id</a> , <a href="#">Document Name</a> , Document Owner, Expires On Date, Next Review Date, Review Frequency, Project #, <a href="#">Project Name</a> , Project Manager Tenant #
When a discussion is created on a document	Discussion Created	You have been assigned to a discussion by [Discussion Owner] <a href="#">Document Id</a> , <a href="#">Document Name</a> , Document Owner, <a href="#">Discussion Subject</a> , Description Next Review Date, Review Frequency
When a discussion is created on a project	Discussion Created	Project #, <a href="#">Project Name</a> , Project Manager Tenant #, <a href="#">Discussion Subject</a> , Description
When a discussion is closed	Discussion [Discussion Name] has been closed	Project #, <a href="#">Project Name</a> , Project Manager Tenant #, <a href="#">Discussion Subject</a> , Description, Close Reason
When a discussion is reopened	Discussion [Discussion Name] has been reopened	Project #, <a href="#">Project Name</a> , Project Manager Tenant #, <a href="#">Discussion Subject</a> , Description
When a comment is added to a discussion	Comment has been added to discussion [Discussion Name]	Project #, <a href="#">Project Name</a> , Project Manager Tenant #, <a href="#">Discussion Subject</a> , Description, Discussion comments

## User Types

The P&P module has a variety of user types. If you are unsure which user type you have been assigned, please check with your project administrator.

**Project Manager** –Project and traffic manages each document from creation through completion, ensuring the process is progressing and deliverables are being met. Project managers submit projects for approval by document owners. Project managers cannot approve their own projects.

**Document (Policy) Owner** - Owns the document or procedure and serves as the final publishing authority on a policy, procedure, or contract. A document may require multiple approvals from multiple users assigned at the time the document is created. Document owners upload and edit documents. They approve projects submitted by project managers also.

**Policy Team Member** –Representative(s) of specific departments or functional roles in a health plan that collaborate in the creation and publication of a policy, procedure, or contract. Document team members provide key content and approvals of documents. Document Team Members are assigned scheduled tasks at the Document level. Team members may edit documents in projects, and complete tasks assigned to them by the project manager.

**Project Approver** - Approvers of projects. Project approvers are the final arbiters of whether documents in a project are published and the project is marked complete.

**Policy Approver** - Approvers of documents. When documents are ready to be approved, approval is requested of document approvers. These approvers must be chosen and listed as Team Members on the General Information screen for the document.

**End User** – Employees, vendors, partners, or contractors that review final published P&Ps and legally accept and sign off on their understanding and compliance for each P&P. These are not users in the system. They access, review, and audit their responses to appropriate P&Ps through assignment via an employee census file uploaded to a P&P by the Document Owner. End recipients cannot edit documents. They can only acknowledge that they have read and reviewed the documents. This is the default role in the csP&P module.

**Librarian** – Accesses the P&P Library to view and archive approved final/published P&Ps, legacy P&Ps, edit and maintain P&P templates, and disseminate multiple published documents to one or more users. Librarians have no editing capability. They manage the published documents. This work includes sending documents for review or replacement as needed.

**Admin** – Cody or client admins that add, edit, and delete configuration options for the system, including user roles and responsibilities, and bulk upload P&Ps in Excel format. Admins can change all fields at the Project level, including project level discussions, attachments, and routing for approval, and change all fields at the Document level, including attachments, discussions, routing for approval, creating tasks, and placing a document on hold and then removing the hold.

## Dissemination Settings

On the Dissemination Settings tab you can specify whether to include the Employee Id as a field on the Acknowledge form that is sent to individuals who must acknowledge the receipt of a published document.



Admin > Settings

NAG Settings Dissemination Settings

**Dissemination Settings**

Required Employee Id ☒

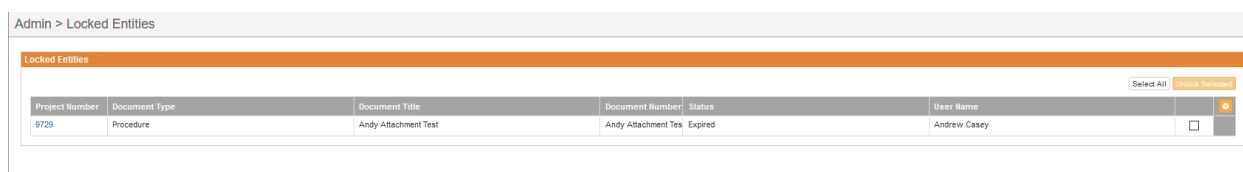
Save

1. Select the *Required Employee Id* checkbox to include the Employee Id on the Acknowledge form in addition to First Name, Last Name, and Email.
2. Click **Save**.

## Locked Entities

As Admin, you can unlock any items that may be locked by another user.

1. Click **Locked Entities**. The Admin>Locked Entities screen displays:



Admin > Locked Entities

**Locked Entities**

Select All Unlock Selected

Project Number	Document Type	Document Title	Document Number	Status	User Name	
9729	Procedure	Andy Attachment Test	Andy Attachment Tes	Expired	Andrew Casey	<input type="checkbox"/>

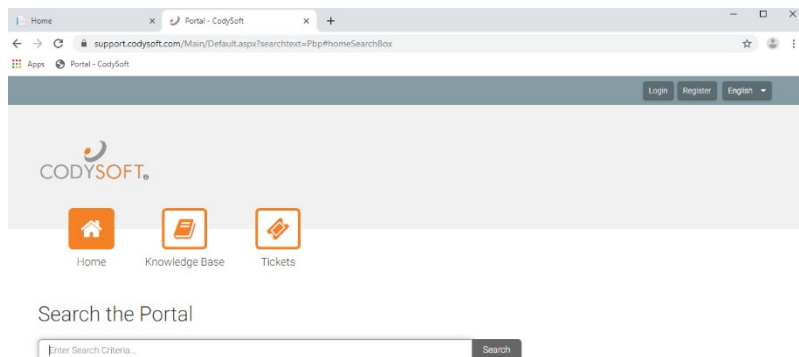
This document contains confidential information that is for the proprietary use by Cody Consulting only and cannot be reproduced or used without the prior permission of Cody Consulting.

2. Select the checkboxes for the item you want to unlock or click **Select All** to select all locked entities.
3. Click **Unlock Selected**. The selected items are unlocked and available, for example for editing.

## Support

In the Support Portal, CodySoft® provides several ways to get more information about how to use the CodySoft product.

1. From any screen in CodySoft, click **Help** in the upper right corner of the screen to enter the Support Portal. The Support Portal home screen displays:



Home Portal - CodySoft

support.codysoft.com/Main/Default.aspx?searchtext=PbpHomeSearchBox

Apps Portal - CodySoft

Login Register English

**CODYSOFT®**

Home Knowledge Base Tickets

Search the Portal

Enter Search Criteria... Search

2. From the Support Portal home screen, you have three choices:

- a. Knowledge Base
- b. Tickets
- c. Search the Portal

## Using the Knowledge Base

1. Click **Knowledge Base** to enter the Knowledge Base
  - a. Enter a Search term
  - b. Click Search to look for topics related to your search criteria. The system displays a list of relevant Knowledge Base topics.
  - c. The Knowledge Base choice provides links to user guide documents on many CODY modules, including a set of videos on how to accomplish basic CodySoft Collateral Management (CM) tasks

## Open a Ticket

1. Click **Tickets** to enter a new support ticket:
2. Click **Start Ticket**. An email opens addressed to Cody Support:

Untitled - Message (HTML)

File Message Insert Options Format Text Review Developer Help Tell me what you want to do

Send To: support@codyconsulting.com

Cc:

Subject:

BRIEF DESCRIPTION of the issue you are having: <Insert description below>

WHICH MODULE are you in (if not CM)?: <Insert module below>

THE PROJECT AND TEMPLATE (if applicable) you are working in (for example, Project 5, template EOC2020Test): <Insert project and template information below>

WHICH BROWSER you are using? If you have tried in other browsers and get the same error, please include those browsers as well.: <Insert browser(s) below>

SCREENSHOT and/or video of the issue if it helps illustrate the issue you are experiencing, including the date/time from your taskbar.: <Insert screenshot below>

After submitting you will receive an email with a ticket number acknowledging receipt; please do not reply to this email. A member from the support team will contact you within the defined Service Level Agreement (SLA) between CODY and your organization.

3. Fill out the email, providing as much information as possible for each requested item:
  - a. Description
  - b. Module
  - c. Project/Template
  - d. Browser
  - e. Attached screenshot or video

4. Click **Send**. After you submit the email you will receive an email with a ticket number acknowledging receipt; please do not reply to this email. A member from the support team will contact you within the defined Service Level Agreement (SLA) between CODY and your organization.

## Search the Portal

You can search the Support portal, including the Knowledge Base for information.

1. Enter search criteria, for example “PBP.”
2. Click **Search**. Any items related to your search appear below the Search bar, with live links to the information.

## Search the Portal

### Knowledge Base

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[PBP Module User Guide](#)

[PBP Module Reference Materials](#)