

Document Program

Introduction

The Document Program allows users to store their organizations policies, guidelines, standards, and procedures. This also includes keeping up with multiple versions over time as well as keeping up with review and approval processes. The file upload capacities set in the Configure → Settings menu govern this feature. To increase the maximum size you will need to increase it in the settings menu. If you need to make the upload size higher than php will allow for please see [How to Enable Larger File Uploads \(Ubuntu\)](#).

Page Breakdown

This breakdown will cover the fields associated with adding documents to the Document Program. The page is divided into tabs. You can add any type of document while viewing any of the tabs.

The screenshot displays the Document Program interface. At the top, there are tabs: Document Hierarchy, Policies, Guidelines, Standards, and Procedures. Below the tabs is a form with several fields. The fields are labeled with red numbers 1 through 14. The fields are: Document Name (1), Document Type (2), Control Frameworks (3), Controls (4), Creation Date (5), Approval Date (6), and Status (7). Below these fields are two panels. The left panel contains: Document Type (8), Document Name (9), Frameworks (10), Controls (11), Additional Stakeholders (12), and Document Owner (13). The right panel contains: Teams (14), Creation Date (15), Last Review (16), Review Frequency (17), Next Review Date (18), and Approval Date (19).

Document Name	Document Type	Control Frameworks	Controls	Creation Date	Approval Date	Status

Document Type

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Document Name

Frameworks

None selected

Controls

None selected

Additional Stakeholders

None selected

Document Owner

Teams

None selected

Creation Date

10/15/2021

Last Review

Review Frequency

0 (days)

Next Review Date

Approval Date

Summary

The Governance Define Frameworks page allows you to add and manage your Control Frameworks in SimpleRisk. This page should have served to answer all questions related to the Define Frameworks page but if you feel anything has been missed or just seek further clarification please reach out to us at support@simplerisk.com.

