# **Creating a Review or Archive Policy**

Requires CONTENT FLOW

# Creating a Review or Archive Policy

# **Prompt**

Set up an automatic schedule to review or archive a page.

### Outcome

Brikit Content Flow allows you to review and/or archive pages in a given space. This capability is a smart way to effectively implement your organization's document management and disposition policies. The guide below describes how to set up a review or archive policy.

# **Steps**

#### Navigate to the desired space

Review and Archive policies are set up at the space level. Use the following steps for each space in which you want these policies to take effect.

#### Navigate to the Review and Archive Tab in the space backend

Available Workflows Workflow Status Review and Archive

Review and Archive Policy

Review Days after publishing 365

Review Label under\_revew

Label that will be applied to pages in review

Never

Save

#### **Set a Review Policy**

In the Review Field, click the dropdown selection and choose "Days after publishing".

Cancel

Another field opens to the right, here enter the number of days after publishing that a page should be subject to review. For example, a value of 60 means that sixty days after the page is published it will be flagged for review.

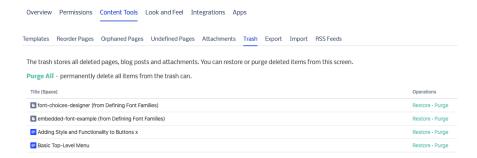
Add a Review Label, doing so allows you to track pages under review in a special dashboard. (Note that the page you are on now also tracks pages under review)

#### **Set an Archive Policy**

In the Archive Field, click the dropdown selection and choose "Days in review".

Another field opens to the right, here enter the number of days after a page is in review that it should be automatically sent to an archive space. For example, a value of 90 means after ninety days that the page has been in review status, the page will be automatically moved to a designated archive space.

Below these fields, another new field opens asking for the space key of the archive space. If you leave this blank, the page will be deleted and sent to the trash. (Note: the space trash is found under Content Tools > Trash).



#### Click save

### Note



When setting a Review Policy, please know that the policy is not retroactive. This means that the policy goes into effect upon clicking Save. Only pages created going forward will be subject to the review schedule.

# Tip

# Warning

# Info

# Related

- Scheduling a PageCreating a Workflow
- Applying and Advancing a Workflow