

Introduction

This support information serves as an introduction to the ProInteract™ Admin console for Privacy statements in Content management

Please note that every module in the admin console is role and permission specific.

Indicators

The following indicators are used throughout this ProInteract™ Admin console support material:

Package Type Legend
 Lite
 Regular
 Advanced
 Custom

Licence Package Information: Availability of features corresponds to the product package that has been purchased by your organization. This manual describes all compatible features for each of the product packages.

To the left is the legend shown throughout this manual for any feature not available to all packages.



TIP
Text with this icon informs you about useful tips while performing various operations.



DO YOU KNOW?
Text with this gives you additional information about the current topic.



CAUTION
Text with this icon cautions you about the consequence of an action which cannot be undone.



IMPORTANT
Text with this icon informs you about important information of procedures to follow.

Working with Library – Privacy Statements

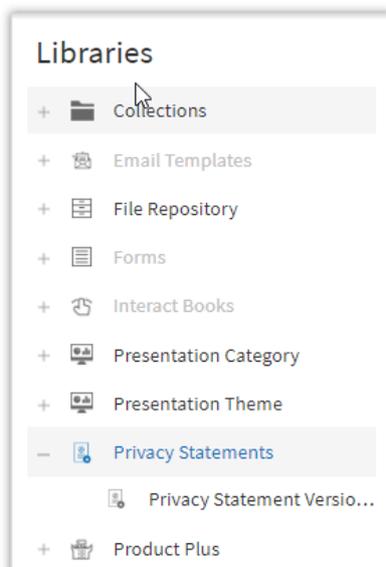


Privacy and Consent statements can be created for different markets/regions. In order to accomplish this, the relevant Library Types have to be mapped to the 'Privacy Statements' Library.

To know more information on the Library types, Content types and Library rules, please refer to the help section [Content management: Library Management](#)

Library Type	Default File type(extension)
Privacy Statements	HTML (Zip or WYSIWYG)

1. To begin with, start by defining rules for the Library 'Privacy Statement'.
2. Once the hierarchy has been defined, go to Manage Libraries to start adding Folders and Files under 'Privacy Statement'.
3. Go to the Libraries pane on the Manage Content screen. Refer to the tree structure in the below diagram where 'Privacy statement' is the library, 'Privacy Statement version 1' is one of the folders.



4. Once these types have been mapped to the 'Privacy statement' library, start uploading desired statements from the 'Manage Content' screen.

5. Go to 'Manage Content'
6. Select 'Privacy statement' Library and create a folder to store all your statements.

The screenshot shows the 'Manage Content' interface in the INTERACT system. The top navigation bar includes the INTERACT logo, 'Pharma', 'Pharma Division 1', 'Pharma', 'Workspace', and 'Admin User'. The main header is 'Manage Content' with 'Environment: DEV' and 'Workflow: ALL' dropdowns. The left sidebar shows a list of libraries, with 'Privacy Statements' highlighted by an orange box. The main content area is titled 'Privacy Statements' and shows a table with one item:

Library	Title	Type	Last Modified	Status	Workflow Status	Environment	Workflow	Actions
Privacy S...	Privac...		2019-05-22	UNPUBLIS...	Dev(Approved)	DEV	Default	[Icons]

Below the table, it says 'NOTE: Optimized for PC.' and there is an '+ Add' button in the top right of the main view.

7. Click on the 'Add' button to start creating desired statements under the folder.



DO YOU KNOW?

As with other Libraries, a Privacy statement must be in a 'Published' state and must be promoted to the Production environment for the Sales Rep/end user to have access to it.