CREATING AND DELETING WAIVERS

ePACT your emergency network

Auto-archiving is available! Click here to learn more!

## Organizations can now view, add and delete their own waivers.

1. Ensure records are archived either with <u>Auto-archiving</u> or by manually archiving records. (Deleted waivers will disappear from records 24 hours after removal).
2. Create, publish or remove a waiver as needed. (Waivers CANNOT be edited once they are published)
3. If you publish a new waiver, be sure to <u>send reconfirms</u> so your existing members see and accept the new waiver.

Accessing &Viewing Waivers

1. Go to the Settings on the your dashboard.
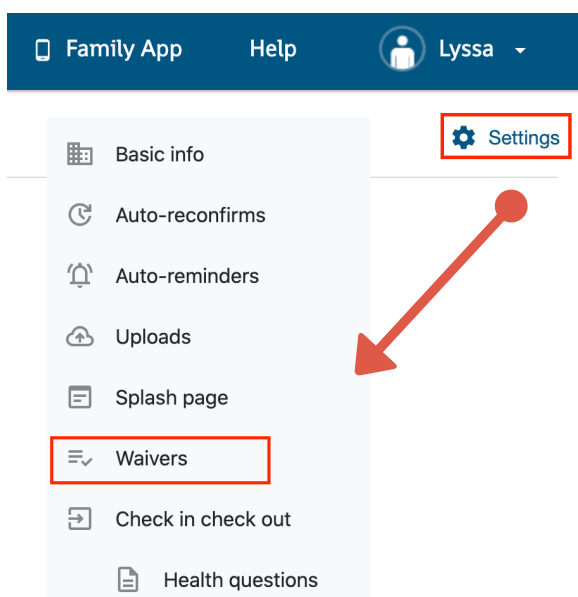
2. Select Waivers. You'll see a list of your current waivers. **Published** waivers are live and visible to members. Those in *Draft* are not. Click on **Preview** to see the member view.
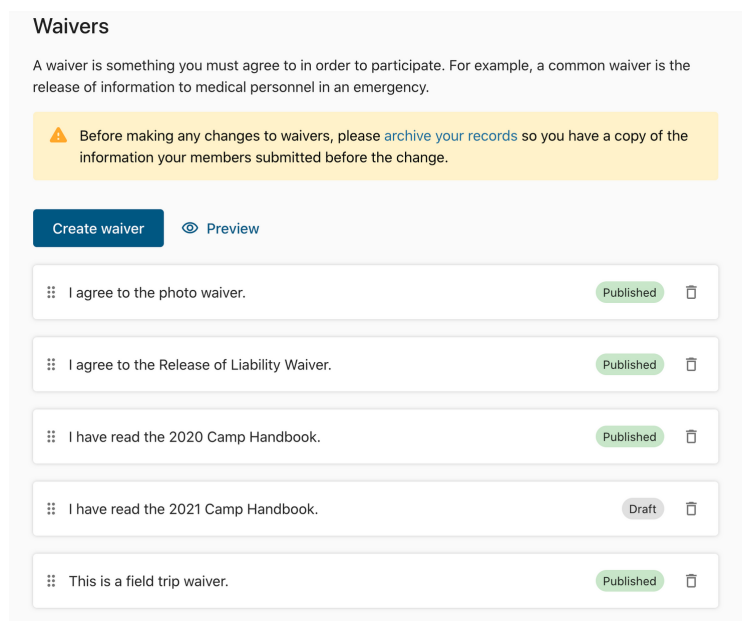

Adding a new waiver

1. Click on Create Waiver.

2. Add your waiver text. Please note you can add hyperlinks to re-direct members to documentation elsewhere. *

3. Click Publish ONLY if you are ready to make it live immediately. This means you will have archived records and are ready to send reconfirms. If not, click on Save as Draft. When you are ready, click on the waiver and then on Publish.

*If you need ePACT to host a document for you, please contact your Custoemer Success Manager.
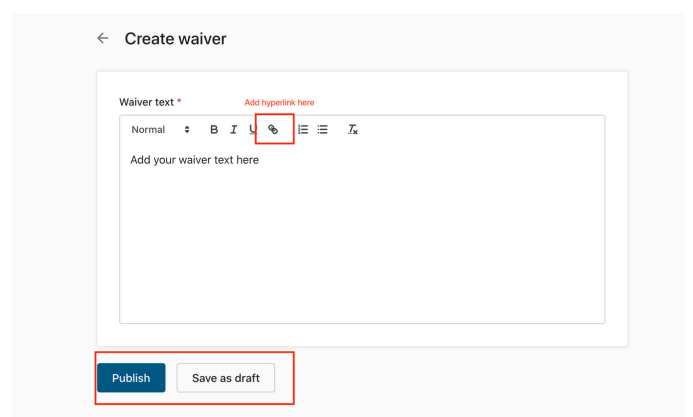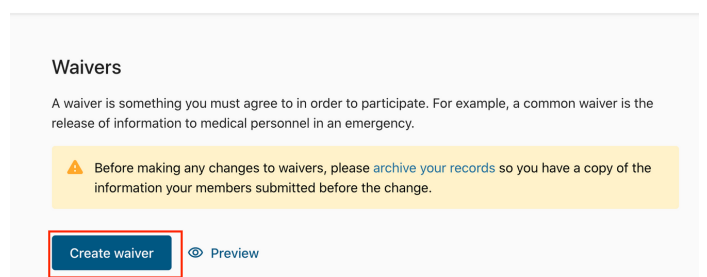
Deleting an existing waiver

1. After you have archived if needed, choose the waiver you wish to delete.

2. Click on Delete Icon.

3. Click on Delete to confirm.
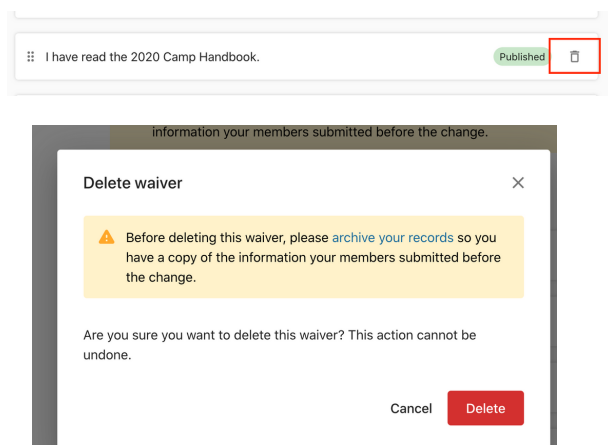
Mitigating Risk

Please note that actions are NOT reversible. If you delete a waiver accidentally, it will not longer be available to new members and it will disappear from existing records. You will need to re-add and ask members to sign off on this again via a reconfirm and will not have the original date of acceptance UNLESS you took an archive first. Please be sure to take archives when making ANY changes or purchase our <u>Auto-archiving feature</u> (a "set it and forget" feature that tracks ALL changes and will automatically delete records when no longer needed.)

For more information, please visit our Help Center or contact us at help@epactnetwork.com 1.855.773.7228.

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