

# Compliance Rule Collections Quick Guide

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Do you need a way to link multiple compliance rules under one umbrella? Do you need to have a set number of employees that are compliant with each compliance rule in a collection? If so, the Compliance Rules Collection is just for you. The Compliance Rules Collection allows you to create a specific collection and then add any of your configured compliance rules to the collection. You also have the ability to determine how many employees are needed for each rule. This allows you to create that collection to ensure your agency is compliant with multiple level compliance rules.

**To add a new collection follow the steps below.**

**Step 1:** Select the 'Add New' tab to configure your new collection.

**Step 2:** Follow the on-screen prompts to configure your collection.

**Working with Compliance Collections you have created is easy to do.**

**Step 1:** Click on the 'Manage' tab to access your created Collections

**Step 2:** From the 'Actions' button next to the collection you can Run a report to see your overall compliance to this collection, 'View/Edit' the collection, or 'Delete' the collection.

## **Examples:**

**Collection Name:** Cisco Black Rule

**Rules:** Every configured compliance rule needed for your agency to be Cisco Black compliant.

Doing this will allow you to see your overall Agency's compliance for Cisco Black.

## **Additional Information:**

- You can easily add a number needed for each compliance rule.
- This collection will show you the overall compliance with this collection. If you have 4 rules in a collection and one rule is 100% compliant and the other 3 are 0% the overall compliance is 25%