



ARCHER[®]

SUMMIT 2025

Document Governance

Learn how Document Governance enforces consistent standards for document creation, classification, and control—driving efficiency, compliance, and clarity across the organization.

URL: <https://80074.se.archerirm.us/>

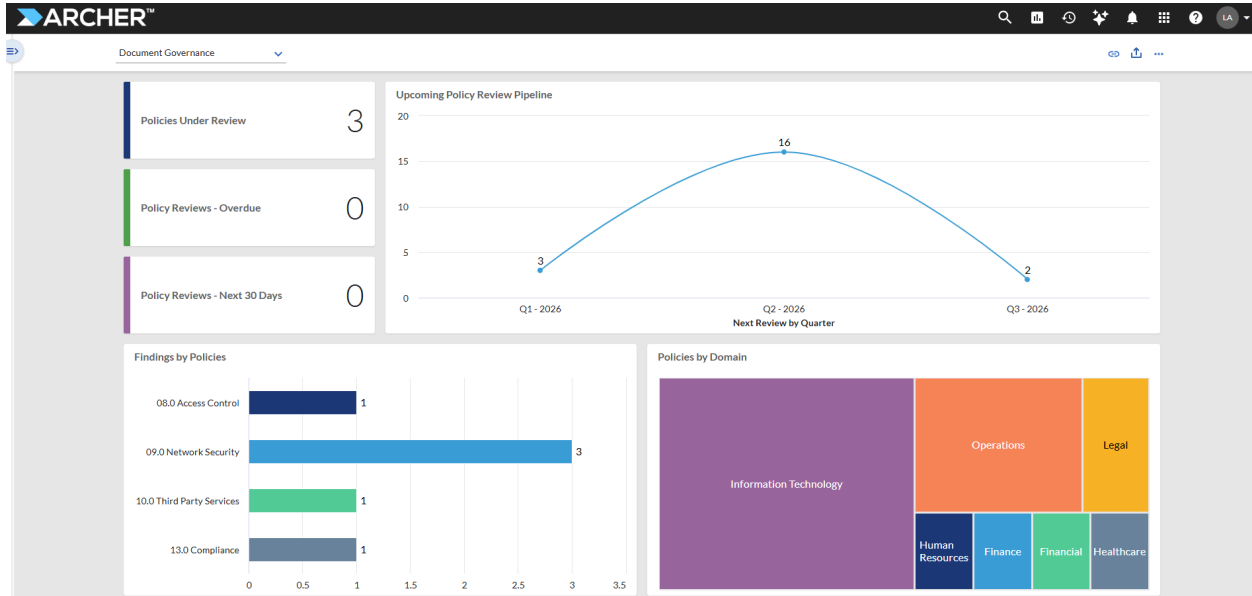
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Landing Page – Archer Document Governance Dashboard:



High Level Benefits of Document Governance:

1. Standardization Across Enterprise

Document Governance establishes uniform policies and procedures for how documents are created, named, classified, stored, and retained. This consistency reduces confusion, improves collaboration across departments, and ensures that everyone is working with the same expectations and formats. It also simplifies audits and reporting by making documentation predictable and easier to locate and interpret.

2. Enhanced Efficiency and Productivity

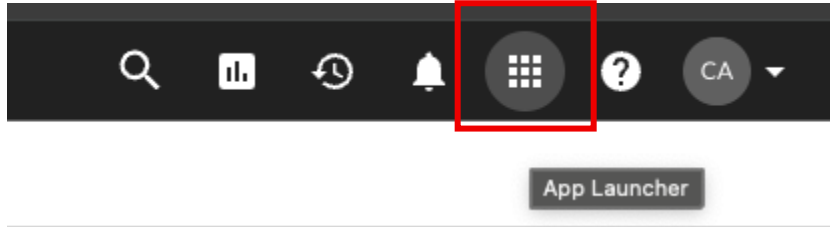
By implementing clear rules for document lifecycle management - such as version control, approval workflows, and maintenance - Document Governance minimizes time wasted searching for files or duplicating work. Employees can quickly find the right documents, trust their accuracy, and focus on value-added tasks. Automation of routine governance tasks further boosts productivity and reduces manual errors.

3. Greater Transparency and Accountability

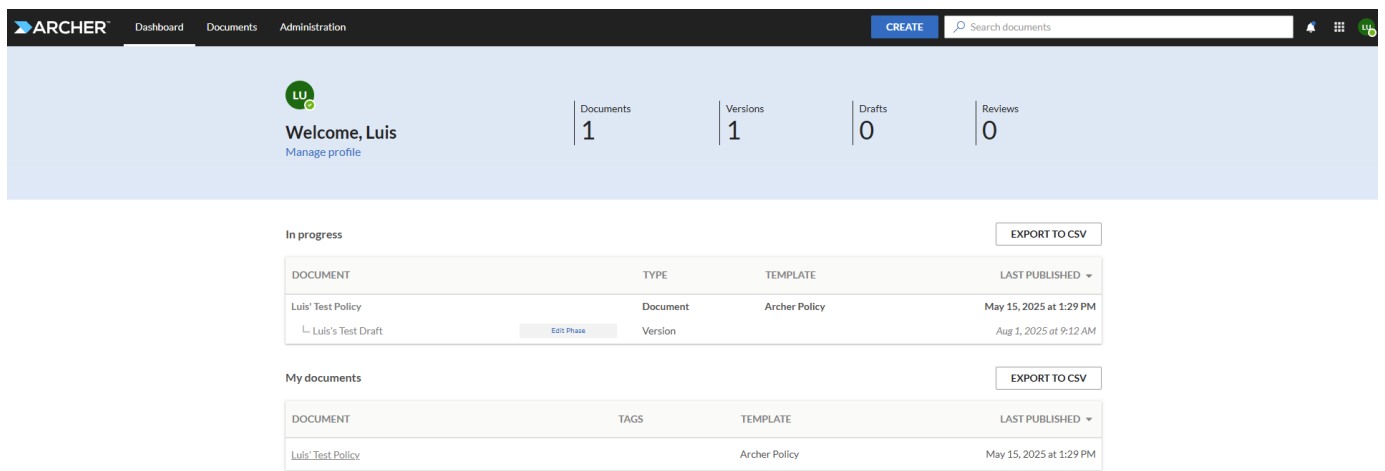
Document Governance introduces traceability through audit trails, ownership assignments, and access logs. This visibility helps organizations understand who created, modified, or accessed a document and when. It fosters accountability, supports internal controls, and enables better decision-making by ensuring that the information used is trustworthy and well-managed.

Navigating to Document Governance:

1. Click on the 'App Launcher' tile (9-pin menu) in the top right corner, then click on Document Governance.



2. You will then be presented with the Document Governance Dashboard:



Let's walkthrough what you are seeing:

1. **Welcome Section** – Shows who is logged in and total number of documents, of which you're an owner, in each of the authoring stages.
2. **In Progress** – Shows documents/document versions, of which you're an owner, yet to be published to the Policy Governance application in Archer.
3. **My Documents** – Shows documents, of which you're an owner, that have been published to the Policy Governance application in Archer.

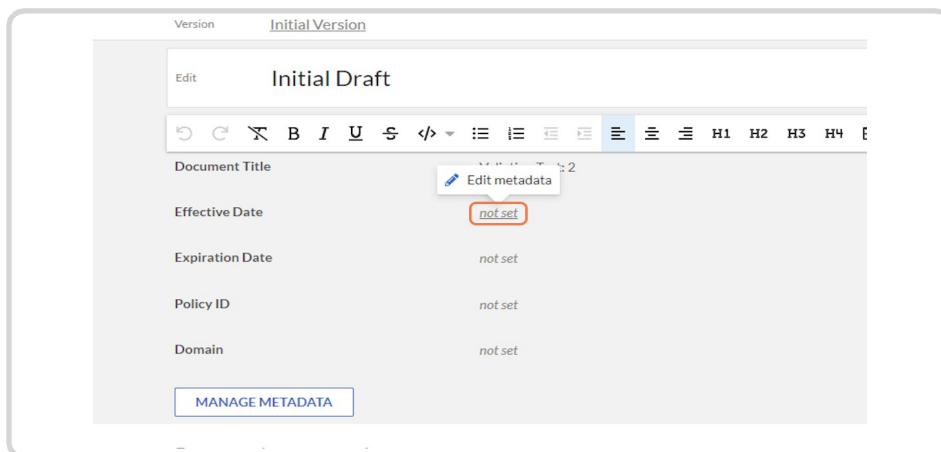
Creating a Document in Document Governance:

Creating New Document

- 1. Start from the Dashboard**
Click **Create** to begin a new policy.
- 2. Select Document Type**
Select **Archer Policy**, then **Continue**
- 3. Name the Document**
Enter a clear, descriptive name, then **Continue**
- 4. Continue Document Setup**
Click **Continue** (By default, new documents are simply created and published)
- 5. Assign Reviewers (Optional)**
Add required reviewers by entering email addresses or selecting from history, then click **Continue**. (Reviewers will be part of the review workflow during future changes to the document)
- 6. Validate Document Setup**
Validate your selections, then **Finish**

Setting Metadata

- 1. Edit Metadata Fields**
Click on “not set” next to each field to input values (e.g., Effective Date, Policy ID).



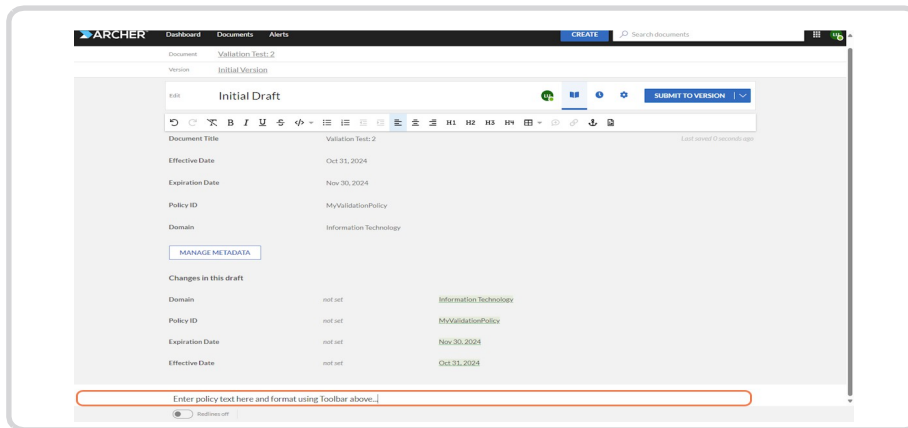
2. Submit Metadata

Click **Submit**, then confirm changes.

Drafting the Document

1. Enter Policy Text

Use the text editor to write and format the policy content.



2. Submit to Version

Click **Submit to Version**, add comments if needed, and click **Submit**.

Workflow and Publishing

1. Advance the Workflow

When ready, click **Advance** to move to the next step.

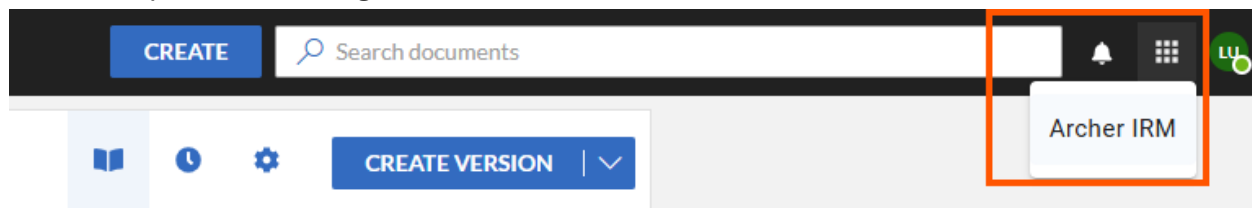
2. Publish the Document

After workflow completion, click **Publish Now**, then confirm by clicking **Yes**.

Accessing the Published Policy

Return to Archer

Use the 9-pin icon to navigate back to Archer IRM.



1. **Open the Policy Record**

Go to the **Policy Governance** application (under **Policy Governance** workspace) and select the new policy. (use **Quick Filters** for faster access)

2. **Explore Record in Archer**

Scroll through record to view other properties. Under **Attachments** section, click on document name and explore ability to annotate. (close document tab when finished, annotations are saved automatically.)

3. **View in Document Governance (Optional)**

Return to Archer Record and click the **Document Governance Link** to view and/or make edits to the document. (see *Editing Document* section for assistance)

[Home](#) > [Regulatory and Corporate Compl...](#) > [Policy Program Management](#) > [Policy Governance](#) > **Policy Governance: Sample Anti-Money Laundering (AML) Policy**

Definitions

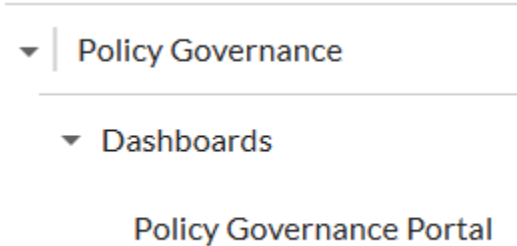
- **Money Laundering:** The process by which individuals or organizations disguise the ori, Placement, Layering, and Integration.
- **Suspicious Activity:** Any transaction or behavior that raises questions about its legalit
- **Politically Exposed Person (PEP):** Individuals who hold prominent public functions an

Document Governance Link ✕

[Sample Anti-Money Laundering \(AML\) Policy](#) ↗

Reporting and Dashboards:

1. If currently in Document Governance, return to Archer using the 9-pin icon
2. Navigate to '**Dashboards**' under the **Policy Governance** workspace and select the **Policy Governance Portal** dashboard



3. Browse dashboard by scrolling and clicking into the different reports as desired. Dashboards and reports are easily created, edited and configured to suit any user's needs.

Workflow Management:

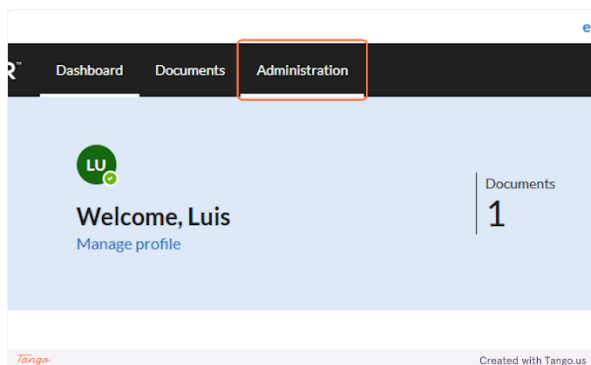
If currently in **Archer**, return to **Document Governance** using the 9-pin icon

only users in **Document Governance – Admin** group in Archer will have access

Creating a Workflow in Document Governance

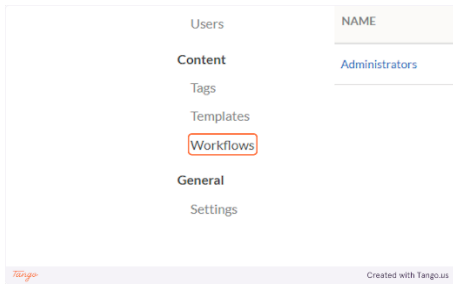
1. **Go to Administration**

From the Document Governance dashboard, click **Administration**.



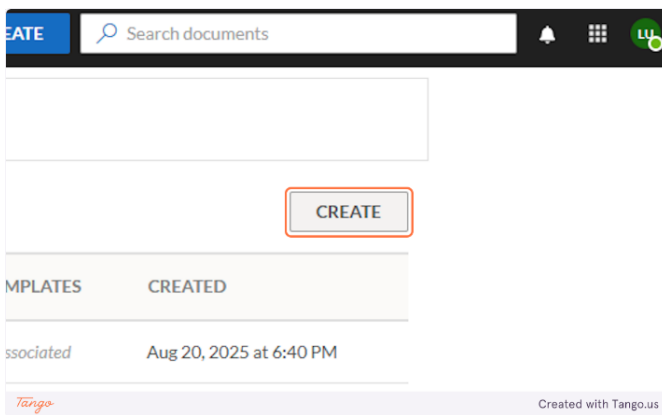
2. Access Workflows

Click on **Workflows** to view existing workflows or create a new one.



3. Create a New Workflow

Click **CREATE** to start a new workflow.



4. Name the Workflow

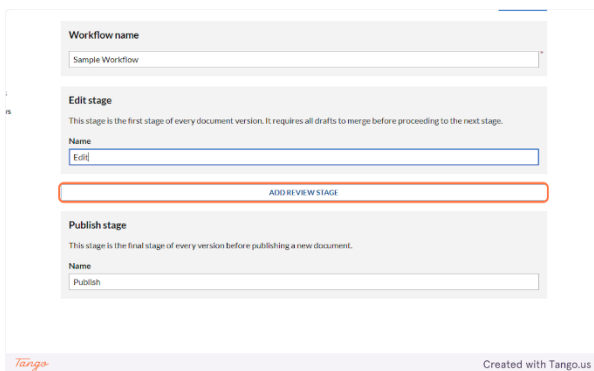
Provide a clear and descriptive name.

5. Customize Stages

Rename the initial and final stages if needed.

6. Add Review Stages if Needed

Click **ADD REVIEW STAGE** to insert additional steps.



7. Name Review Stages

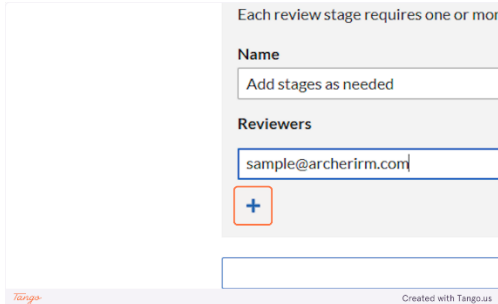
Label each stage appropriately.

8. Assign Reviewer(s)

Add reviewer(s) to each stage.

9. Add More Reviewers if Needed

Use **Add additional reviewer** for multiple reviewers per stage.



Each review stage requires one or more reviewers.

Name
Add stages as needed

Reviewers
sample@archerirm.com

+

Tango Created with Tango.us

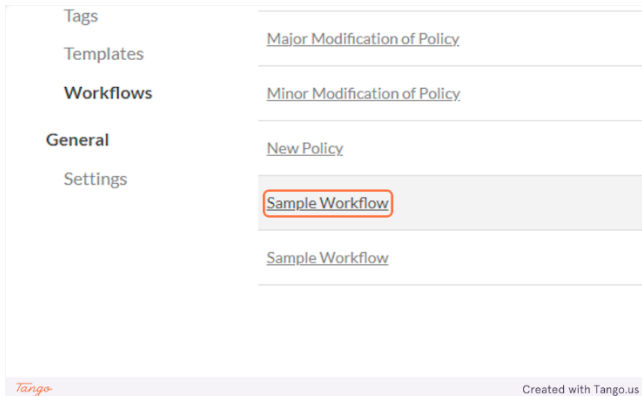
10. Finalize Workflow

Click **CREATE** to save the workflow.

Associating Workflow with Document Types

11. Open the New Workflow

Click on the newly created workflow.



Tags: Major Modification of Policy

Templates

Workflows: Minor Modification of Policy

General: New Policy

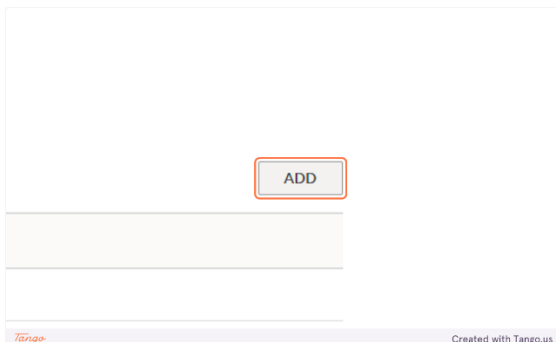
Settings: **Sample Workflow**

Sample Workflow

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12. Add Document Types

Click **ADD** to associate the workflow with document type(s).

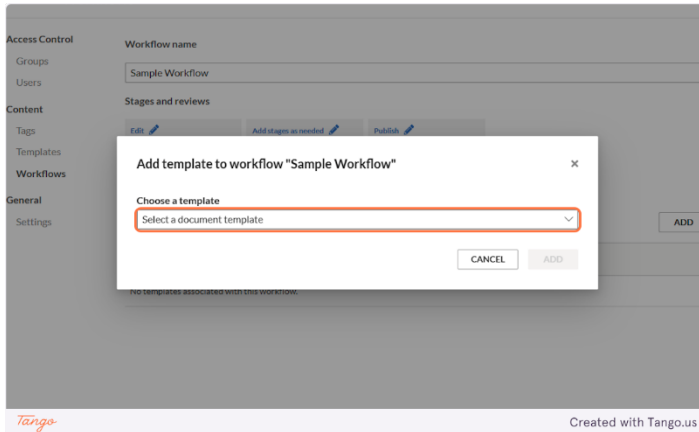


ADD

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13. Select and Confirm

Choose the relevant document type(s) and click **ADD** to finalize.



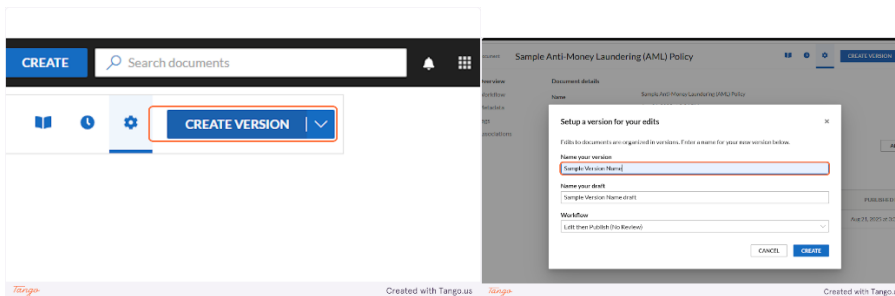
Editing Existing Document:

1. In **Document Governance, Select the Document**

From the Dashboard or Documents menu, choose the document to edit.

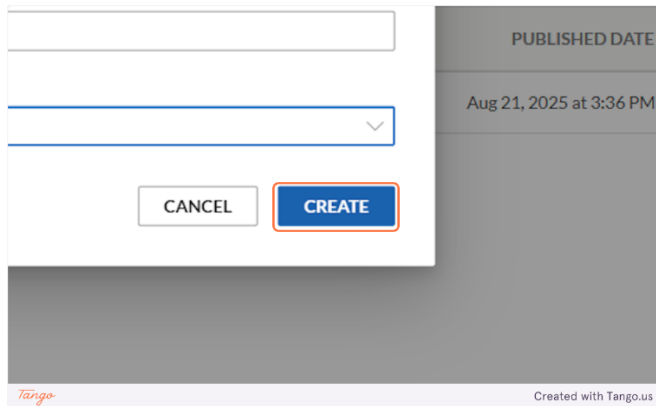
1. **Create a New Version**

Click **Create version**, name it and select the applicable workflow.



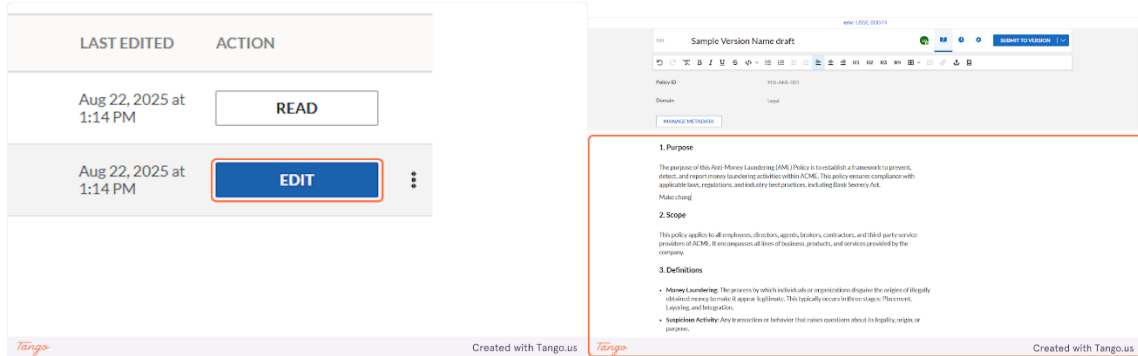
2. Finalize Version Setup

Click **CREATE** to initiate the version.



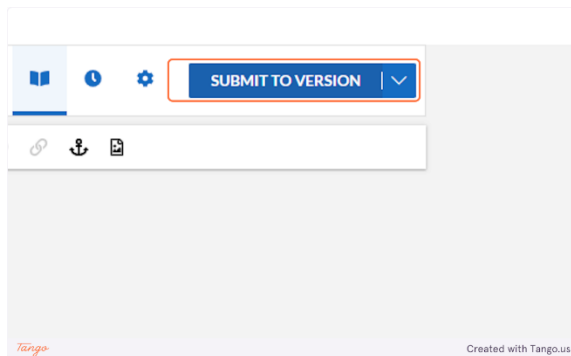
3. Edit the Document

Click **EDIT**, make necessary changes, and format as needed.



4. Submit to Version

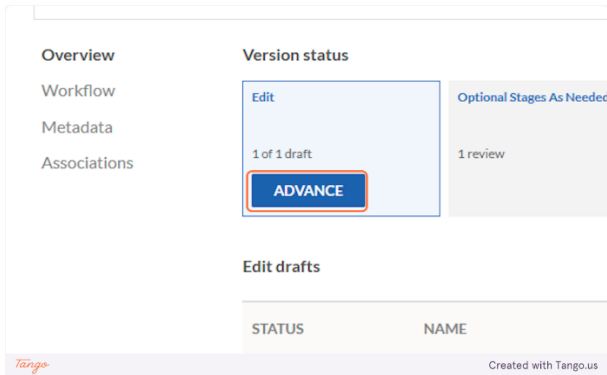
Click **Submit to version**, add comments if needed, and click **SUBMIT**.



Workflow Review and Publishing

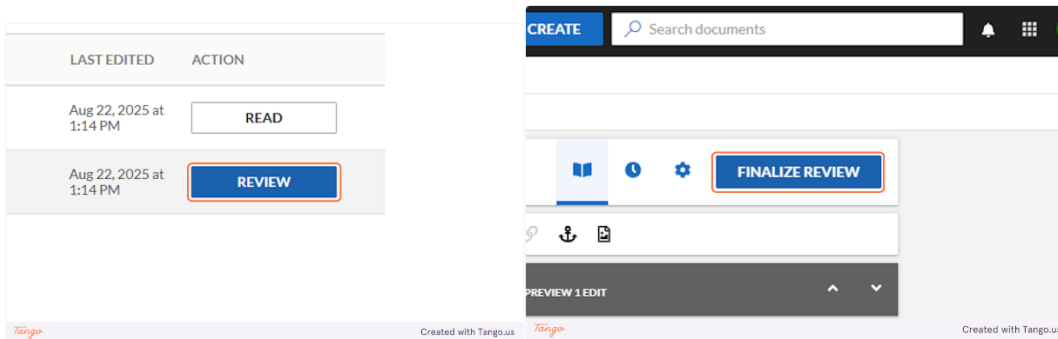
1. Advance the Workflow

Click **ADVANCE** to move to the review stage.



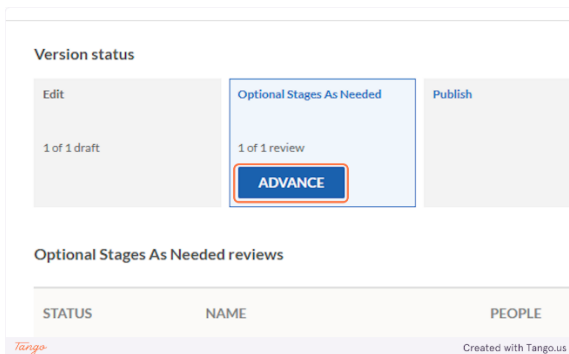
2. Review and Finalize

Click **REVIEW**, then **FINALIZE REVIEW**, enter comments if needed, and click **SUBMIT**.



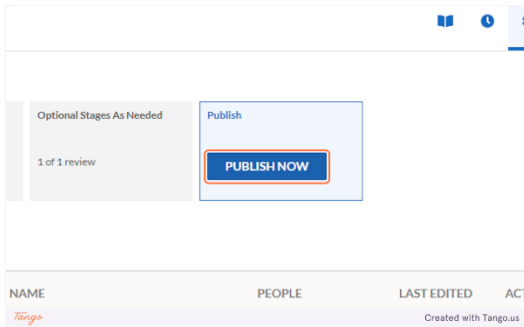
3. Advance to Publish

Click **ADVANCE** again to proceed to publishing.



4. Publish the Document

Click **PUBLISH NOW**, then confirm by clicking **YES**.



5. View New Version in Archer

Return to Archer using the 9-pin icon, then search for and open the document record to view and explore.

End of Lab