

Adding Policies

1. From the Administrative Dashboard select the “Policies” tab as seen in Figure 1.

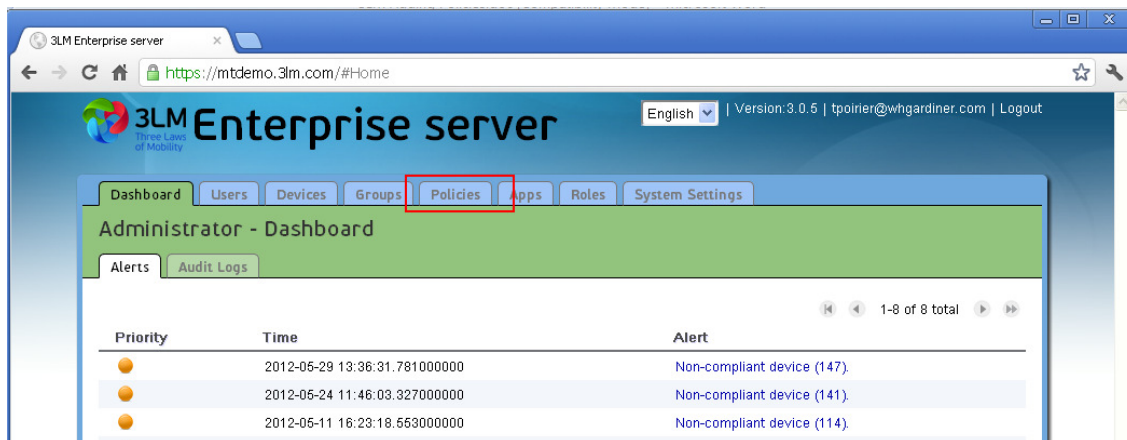


Figure 1 – Select the “Policies” tab

2. Once on the Policies tab, to add a new policy select the “Add a Policy” link as seen in Figure 2. To edit an existing policy select the desired policy and make your changes directly on the page.

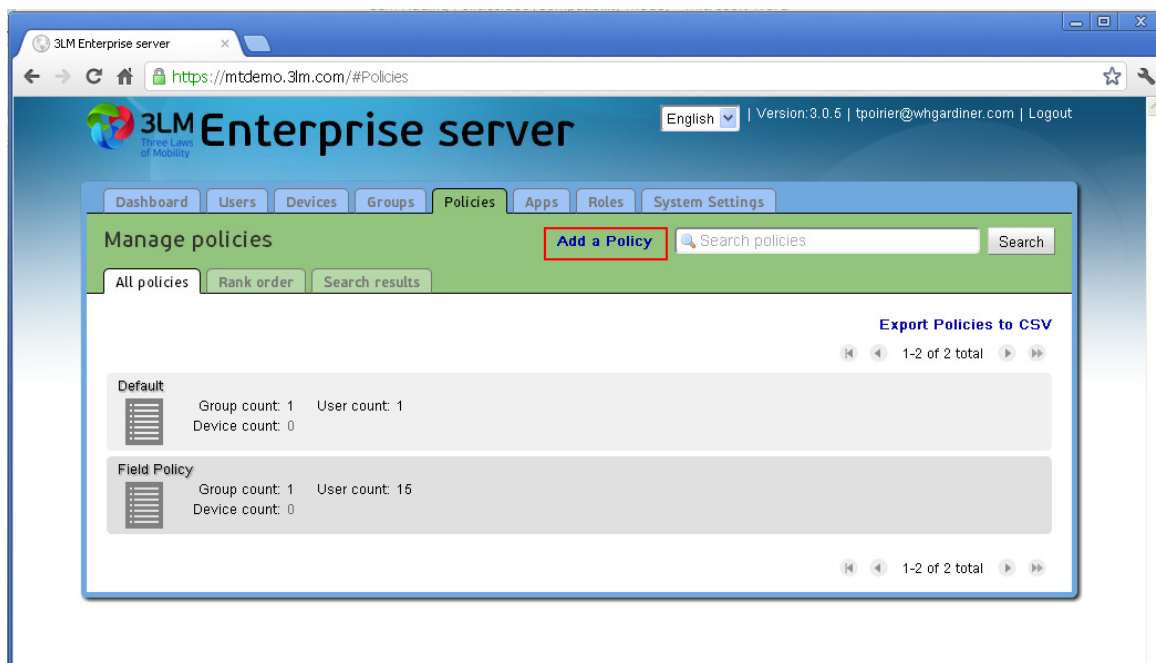


Figure 2 – Select “Add a Policy”

3. On the “Add a Policy” page enter a name for the new policy and then click “add” at the bottom of the page, as shown in Figure 3.

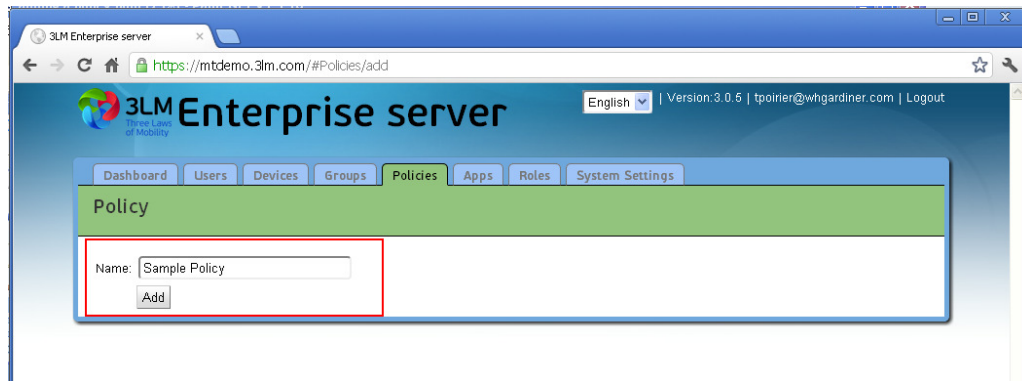



Figure 3 – Enter a name for the new policy

- Next on the page you can make changes regarding how the device can be restricted regarding installing and removing applications on the device as well as other information. By default the information about each section is displayed but can be hidden / re-opened by clicking on the  next to the desired selection. To make a change in a section, select **Configure Setting** within the section and adding or removing restrictions.
- Once you have completed adding a new policy or making changes to an existing, select “Save and Push” from the top right of the page as seen in Figure 4.

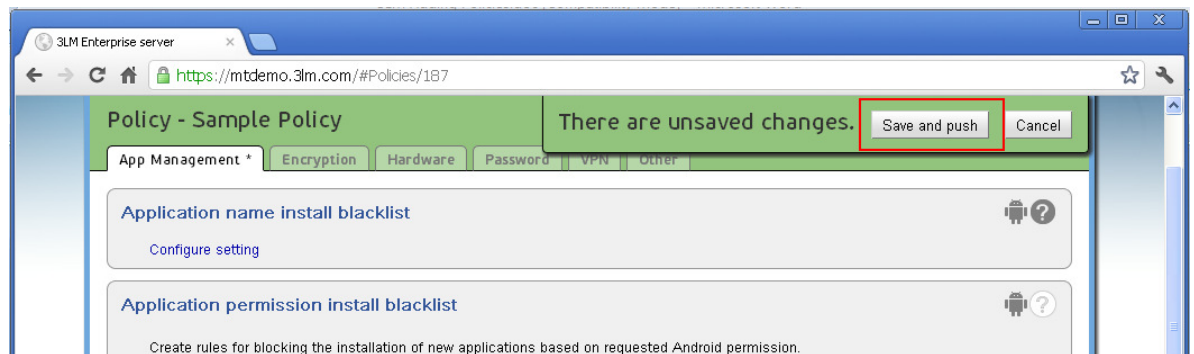


Figure 4 – Save and push changes