SHIELDSPHERE

Written Programs

administrator setup & configuration

How to brand your programs, use your own document format, set document options, keep programs current with library updates and the annual review, and what each plan includes.

ADMIN GUIDE: FOR ADMINISTRATORS | VERSION 2.0 | SCREENS CAPTURED OCTOBER 2026

WHAT'S IN THIS GUIDE

1 What each plan includes

2 Branding and document options

3 Use your own document format

4 Library updates and the annual review

5 ISNetworld mode

6 Troubleshooting

Administrators control how ShieldSphere written programs look and how they stay current. On the Growth plan you can put your logo and colors on every program, apply your own Word format, edit program text, accept library updates, and record an annual review that raises each program's revision and updates the Written Safety Program Index.

START HERE

This Administrator Guide covers plan features and keeping programs current. Setting up a site, answering blanks and building programs are in the companion **ShieldSphere Written Programs User Guide**.

1 What each plan includes

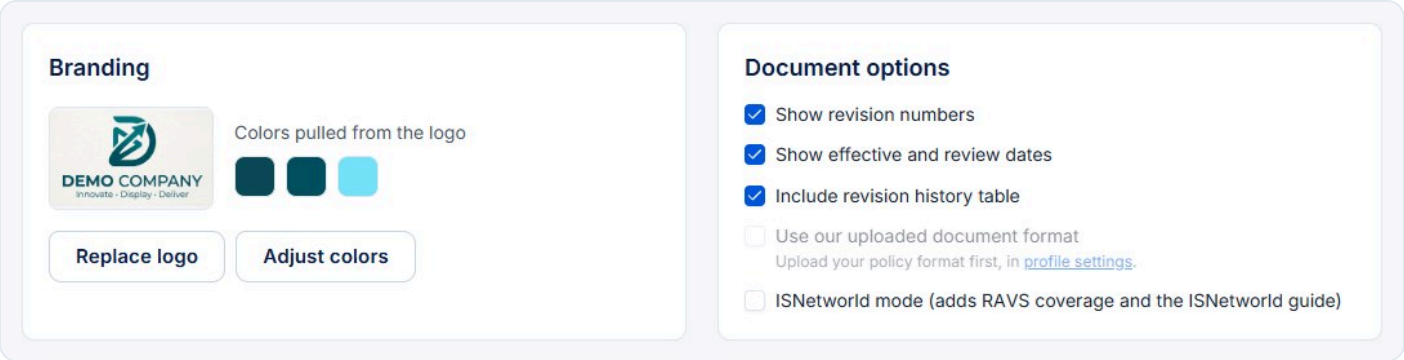
FEATURE	AI HAZARD SCANNER	GROWTH
Guided setup, building programs, state add-ons	Yes	Yes
PDF download of each program	Yes, standard colors	Yes, with your logo and colors
Word download and Download all with the Written Safety Program Index	No	Yes
Edit program text	Read only	Yes
Library updates	Applied automatically	Reviewed and accepted by you
Annual review	No	Yes
Your uploaded document format, ISNetworld mode	No	Yes

Features outside your plan show a **Growth** label; selecting one opens the upgrade page.

2 Branding and document options

`Written Programs → Edit setup → Company`

The **Branding** card holds the logo used on your programs. ShieldSphere pulls a dark, accent and highlight color from the logo; **Adjust colors** lets you change them and **Save colors** keeps your choice. Without Growth, programs use the standard colors and no logo.



Branding and document options. Colors come from your logo; the options set what every program shows.

The **Document options** card sets what every program for the site shows:

OPTION	WHAT IT DOES
Show revision numbers	Prints the revision on each program and in the index. On by default.
Show effective and review dates	Prints the program's dates. On by default.
Include revision history table	Adds the table of past revisions. On by default.
Use our uploaded document format	Applies your own Word format. See the next section.
ISNetworld mode	Adds RAVS coverage and the ISNetworld guide. See section 5.

3 Use your own document format

Your format changes how programs look, not what they say. The wording stays the library's.

1 Upload the format

Open the site's **Profile Settings** and find **Custom Policy Formatting**. Upload a sample Word document (.docx, up to 10MB) that uses your header, fonts and section titles.

2 Turn it on and map your sections

In setup, check **Use our uploaded document format**. ShieldSphere lists the section titles it found in your document, in your order. For each one, choose which part of the library program goes under it: purpose, scope, responsibilities, procedures, training, recordkeeping, definitions or references. A section with nothing under it shows a highlighted blank. Library parts you do not place are added at the end under the library's own titles.

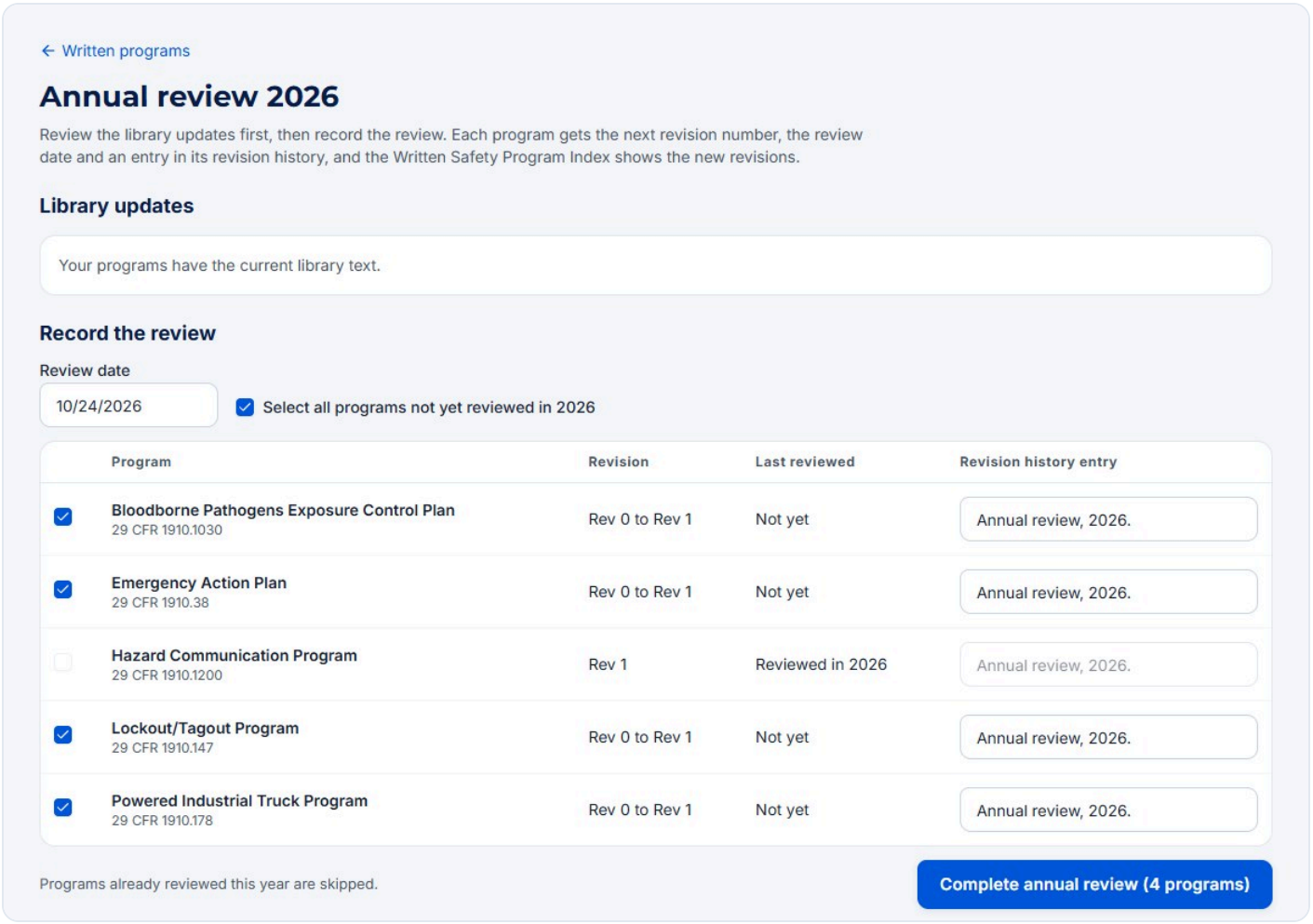
> **NO SECTION TITLES FOUND**
>
> If your document has no section titles ShieldSphere can read, programs keep the library's sections and only take your header, font and colors.

4 Library updates and the annual review

When the library text changes, you decide what to take. Your own edits are never overwritten.

When a library update affects your programs, a banner on the Written Programs page names them. Choose **Review changes**, or open the annual review, to see each update. **Show changes** lists what was added and removed. **Accept library update** takes the new text. If you edited an item the

library also changed, choose **Keep my text** or **Use the library text** for each one. Accepting an update does not change the revision number.



> **Annual review.** Library updates are listed first (here, none are waiting), then you record the review for the programs you select.

```
Written Programs → Start annual review
```

1 Review the library updates

Accept the updates you want under **Library updates**. You can record the review without accepting them; those programs are flagged as having an update not yet accepted.

2 Record the review

Enter the review date, select the programs you reviewed, and edit the revision history entry if you want different wording than "Annual review" and the year. Click **Complete annual review**. Each selected program gets the next revision number, the review date and a history entry, its next review is set one year out, and the Written Safety Program Index shows the new revisions. Programs already reviewed this year are skipped.

> **ON AI HAZARD SCANNER**
>
> Without the annual review, programs you have not edited follow the library automatically, so they always carry the current text.

5 ISNetworld mode

Turn on **ISNetworld mode** in the Document options to add RAVS coverage to your programs. The **ISNetworld guide** button on the Written Programs page then lists, for each RAVS question, the section of your program that answers it, with section numbers that match your downloads. Check **Show RAVS question numbers** to print the question numbers next to those sections.

> **CROSSWALKS ARE STILL BEING ADDED**
>
> Where a program shows "The ISNetworld crosswalk for this program is not available yet", the guide for that program fills in once its crosswalk is written and checked.

6 Troubleshooting

SYMPTOM	CAUSE AND FIX
Programs do not show our logo	Logo and colors are part of Growth. On Growth, check the Branding card in setup step 1.
Use our uploaded document format is unavailable	Upload the format first, in the site's Profile Settings under Custom Policy Formatting.
One of our sections prints a highlighted blank	Nothing is mapped under it. Choose a library part for that section in setup.
A program kept old wording after a library update	Its update has not been accepted, or you chose Keep my text for an edited item. Open the annual review to accept it.
The ISNetworld guide button is missing	ISNetworld mode is off for the site. Turn it on in Document options.
Revision numbers did not change after accepting an update	That is expected. Only recording the annual review raises the revision.

ShieldSphere Written Programs: Admin Guide. Published at shieldspheresafety.com/guides/policies-admin. Screens are illustrative; the written steps are what to follow if the two ever disagree.