## *Adding Unique Policies to the Working Manual*

1. Click on the "Working" tab at the top left of the screen to make sure you are in the Working Manual.

2. Using the plus signs to the left of each folder, expand the "Manual Administration" and the "Manual Section Management" folders.

3. Click the "Add Sections" link

4. On the right side of the screen, a form will appear to allow you to add a unique policy. Type the policy number in the "Section ID" field and the policy name in the "Section Name" field.

   Tip: The policy number chosen must be greater than 1000 and fall into an existing chapter folder. Policy numbers below 1000 or that have no associated Chapter folder will not be accessible for editing in the *Working Manual*.

5. To add more than one policy at one time, click the "Add Another Section" link.

6. Click the "Add Section(s)" button. This creates a blank policy in your *Working Manual*. The new policy will appear in the Working Manual in numeric order.
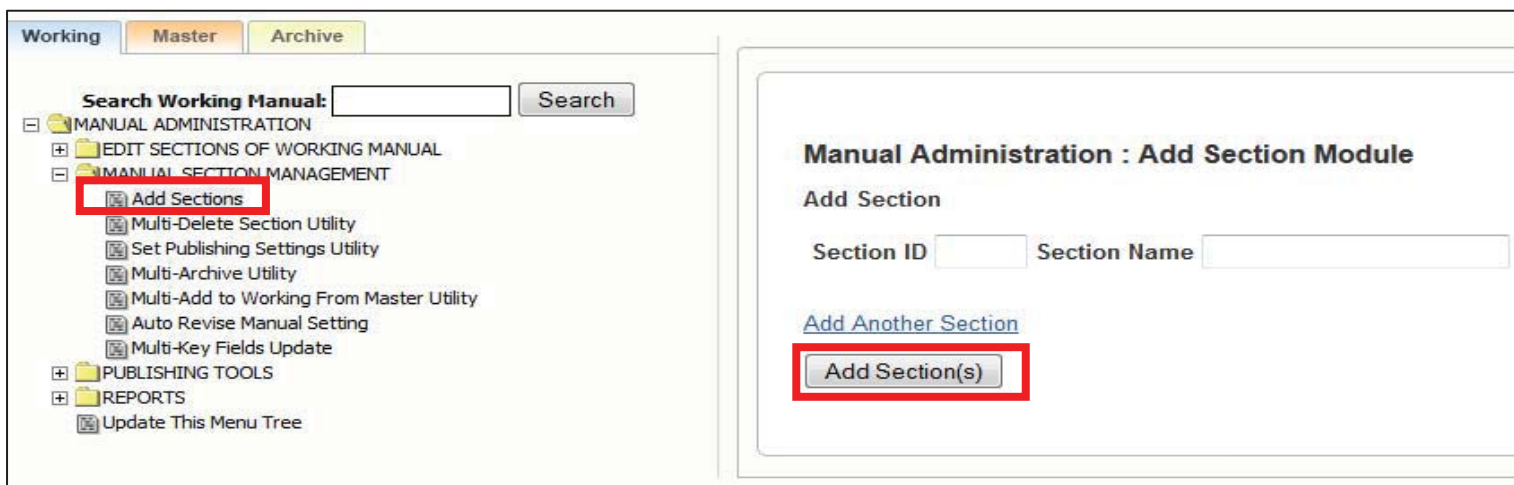
7. To add a new chapter, type in the Chapter number in the "Section ID" field and Chapter name the "Section Name" field. Chapters must be divisible by 1000 (i.e. 9000, 10000, etc.).   Policies will not be available for editing in the *Working Manual* if they do not have an associated Chapter.

   Tip: If you accidently give your new policy the same number as an existing policy, don't worry! You won't overwrite the existing content. You will simply have two policies with the same number. However, this is not recommended, so if you notice that you have duplicated a policy number, we recommend changing the number on the new policy you created.