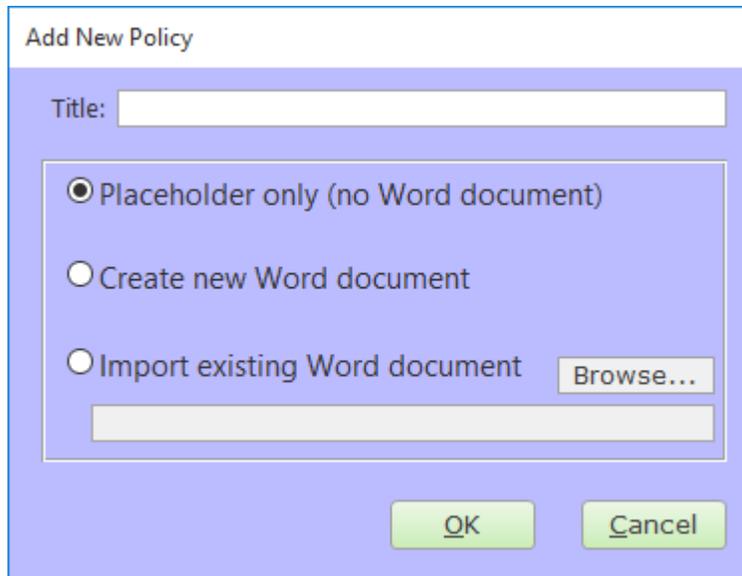


Add New Policy Form

This form allows you to create a new policy record. The policy title is required regardless of how you create the policy.



The screenshot shows a dialog box titled "Add New Policy". It contains a "Title:" text input field. Below it are three radio button options: "Placeholder only (no Word document)" (which is selected), "Create new Word document", and "Import existing Word document". To the right of the "Import existing Word document" option is a "Browse..." button. Below the radio buttons is a text input field. At the bottom of the dialog are "OK" and "Cancel" buttons.

You may add a new policy in three different ways:

Placeholder Only

This simply creates a line in the table of contents that you can use to organize your other policies. There is no attached Word document for this type of policy.

You may import a source document for a placeholder-only policy at a later date by using the [Policy Detail Form](#).

Create New Word Document

The program will create an empty Word document and attach it to the new policy. This new document may be edited by using the [Policy Detail Form](#).

Import Existing Word Document

To import an existing Word document, you may use the Browse... button to choose an existing file from the file system. If you leave the [Title](#) textbox blank, the program will fill in the Title based on the filename of the existing file you select.

Fields

Title

The policy's title.

%fineprint{Appears in: [Table of Contents Form](#), [Add New Policy Form](#), [Policy Detail Form](#), [Review by User Report](#), [Review by Policy Report](#)}%

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