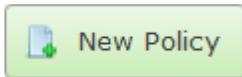# Import Policy

To import a policy, select the row in the Table of Contents that should come before the policy you are about to import. For example, if you want the policy to be added at the end of the Table of Contents, select the last row in the Table of Contents.

Then click on the New Policy button on the Table of Contents form:

New Policy

This will open the Add New Policy dialog form.

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Last update: **2015/10/16 12:55 UTC**