Policy Manager Overview

This application manages individual Word documents that comprise a much larger policy handbook. The program helps simplify management of these files, but there are a few important things to be aware of.

Managing the Files

The most important thing to remember is that the program keeps track of the actual files. Once you import a file into the program, you should not change its name or save copies of the file in other places.

To make changes to a document, you should go through the Policy Manager program. Policy Manager will open the document in Microsoft Word to allow you to make changes to it. As you make changes, you should use the Save command to save the changes. Do not use the Save As. If you change the document's name, the Policy Manager program will not be able to find it. If you make a copy of the document, Policy Manager will not be aware of the copy.

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