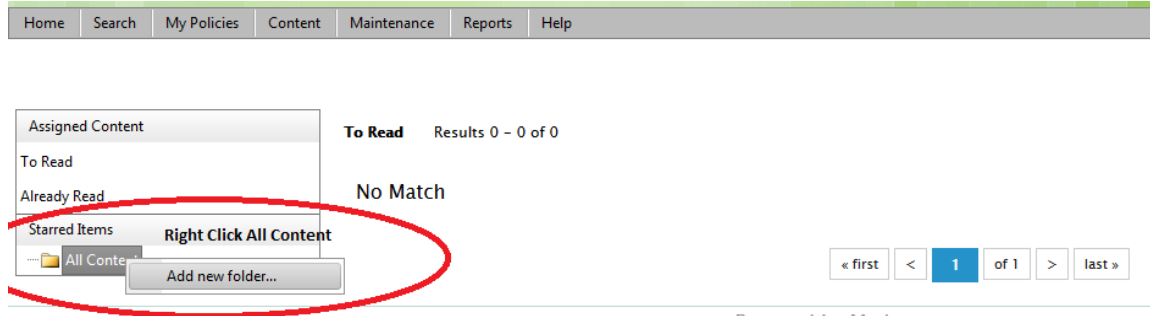


Adding Folders and Starred Items to the My Policies Tab Guide

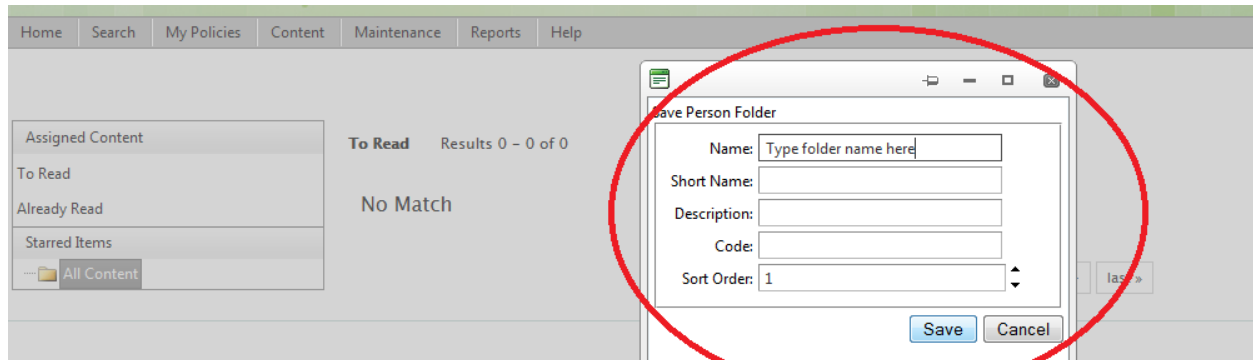
Users have the ability to create their own list of frequently used policy documents which will appear under the My Policies tab. Users can also create their own folders to put them in for preferred sorting.

To add your own folders prior to adding starred policies please use the following steps:

Under **My Policies/Starred Items** right click the **All Content** folder so the **Add new folder** appears



After clicking **Add new folder**, a pop up box will appear as seen below. **Type in your folder name** and **click save**.



After clicking **Save** your newly created **folder** will now appear under **Starred Items/All Content**

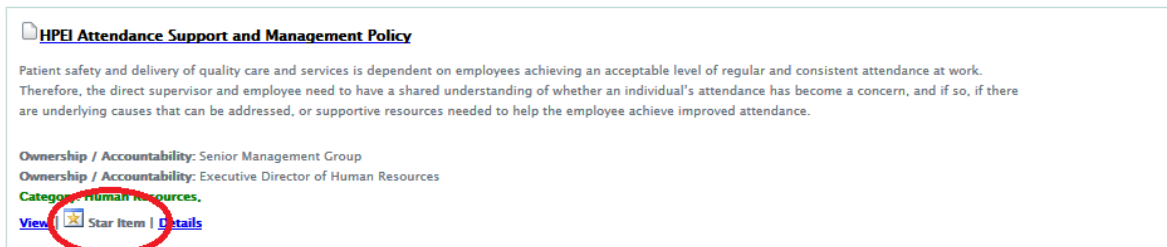


How to Star Items

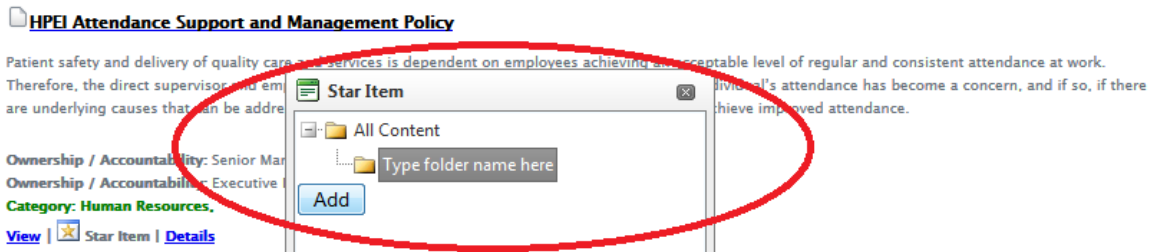
Click on **Search** and select **Policy and Procedure**



Locate the policy document you would like to add and click **Star Item**



After you have clicked **Star Item** a pop up box will appear. If you have created your own folders **click the + sign** beside **All Content** to view your folders. Select the folder you want the item placed in (if no additional folders were created Select **All Content**) and click **Add**.



You have successfully added a policy document to your Star Item. To view your items that you have Starred, follow the steps on page 3

Select the **My Policies** tab



Under **Starred Items** select **All Content** to bring up all policies you have starred or expand the All Content folder to view your specific folders and select the one you would like to view.



Depending on the folder you have selected all your starred policies will appear or those in your folders

