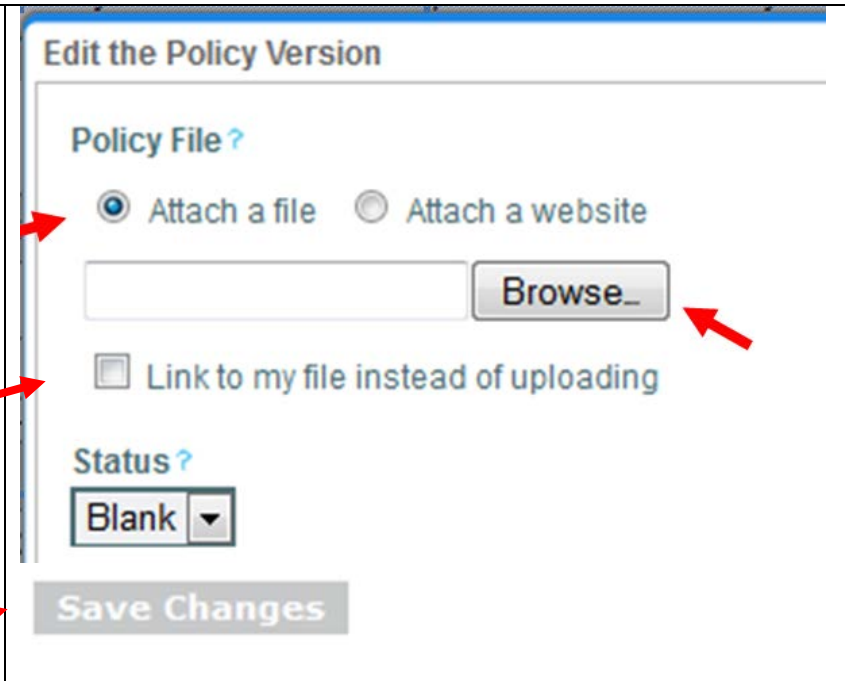


Policy – Policy		
Step	Action	
1.	<p>Navigate to the <b>List Tab</b>.</p> <p>Select the Site you want to work in (Core Lab in this example).</p> <p>Select <a href="#">Edit</a> for the Sample Submission Policy.</p>	
2.	<p>Select the <b>Policy</b> color bar to expand.</p>	
3.	<p>The <b>Policy</b> color bar displays the current status of the policy and lists the different versions of the policy.</p> <p>The color bar leads you to the next step.</p> <p>Select <a href="#">Edit</a> to upload the Policy file.</p>	

<p>4. In the Edit the Policy Version window, you may attach a file, link to the file, or provide a link to a website.</p> <p><u>Status:</u> This is the current status of the policy. You would be able to change the status here if you had completed setup (e.g. setting the policy to revision requires that a valid team is set in the Revision color bar). We have not yet done that, so the status will remain Blank.</p> <p>If you'd like to <u>link to a file</u> instead of uploading: Select <b>Browse</b> and select the file you want to link. Select the box Link to my file instead of uploading.</p> <p>We are going to <u>Attach a file</u> instead of Linking.</p> <p>Select Attach a file.</p> <p>Select <b>Browse</b> and select the file you want to use.</p> <p>Select <b>Save Changes</b>.</p>	
<p>5. To Download the file, select the <a href="#">Download</a> link.</p> <p>To edit the file, select the <a href="#">Edit</a> link.</p> <p><u>Status History:</u> This table will show the status changes and employees involved (Team members) for the version selected in the Show History column above.</p>	