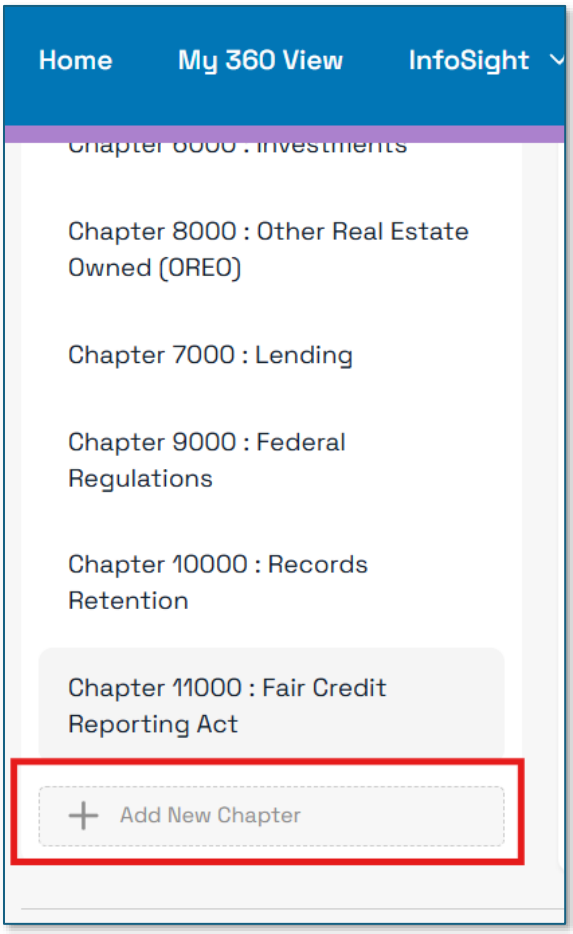
Adding Custom Policies and/or Content

Overview

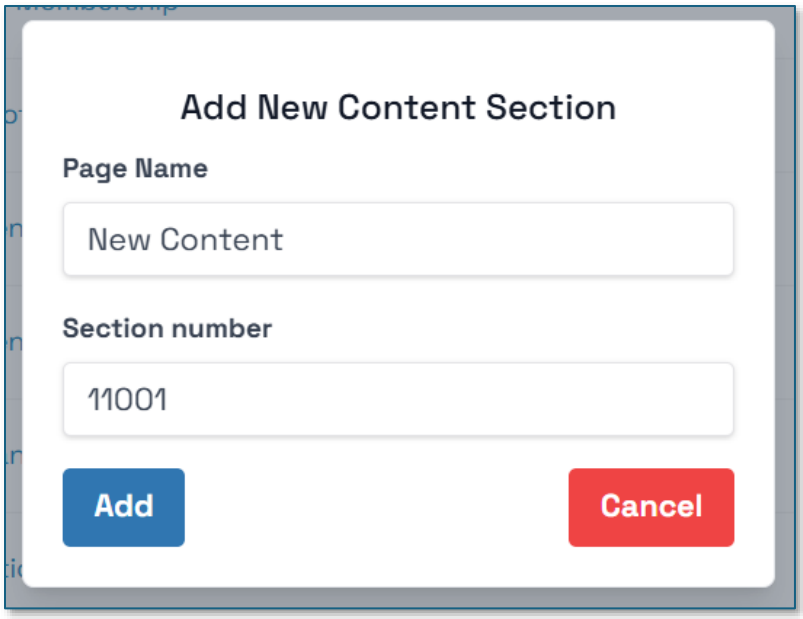
In the InfoSight360 system, you can add custom content in CU PolicyPro and/or RecoveryPro. Follow the steps below to add custom content:

Adding Chapters in CU PolicyPro/RecoveryPro:

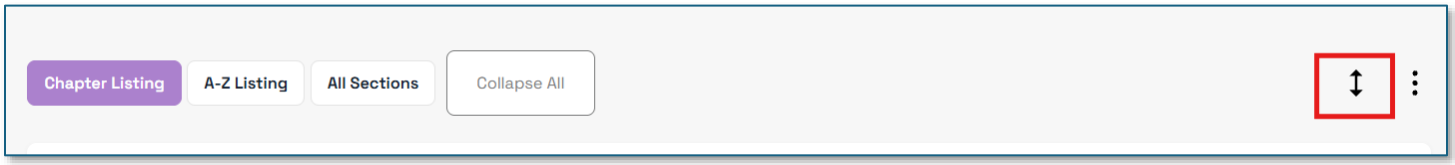
1. Navigate to ***CU PolicyPro > CU Policies*** or ***RecoveryPro > CU BCP*** in the system from the menu at the top of your screen. On the lefthand side, scroll to the bottom of your CU Policies or CU BCP area to "**Add New Chapter**":



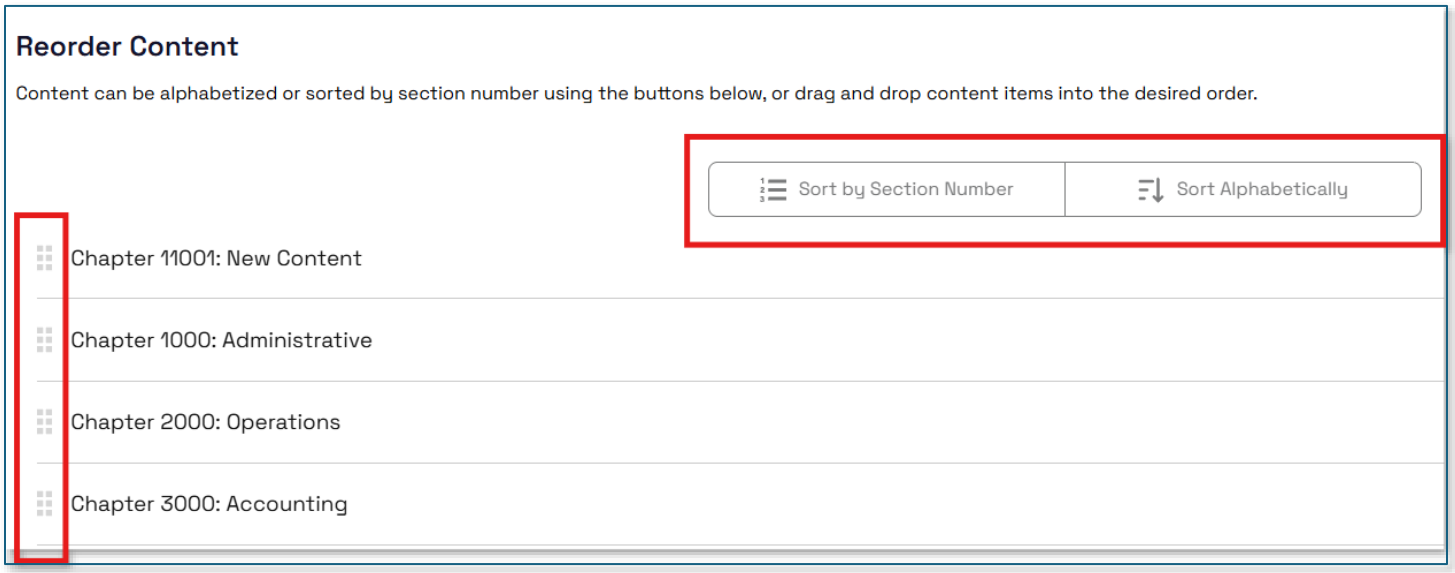
2. A pop-up window will appear. Give the new chapter a Page Name and Section number:



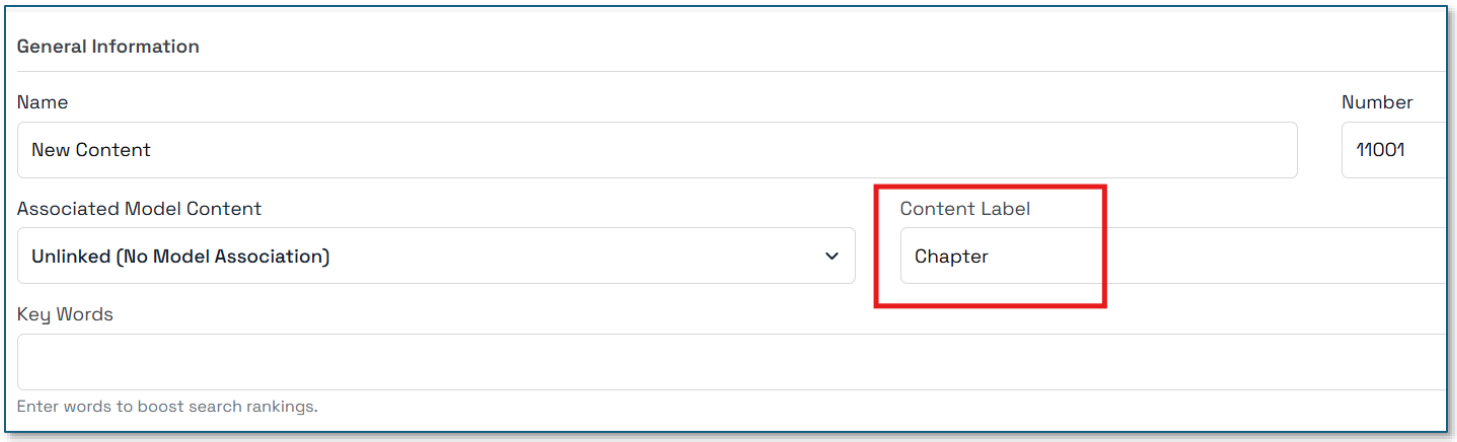
3. Click on Add and you will now see the new chapter in your listing on the left-hand side. It will place the new chapter at the top of your list. To reorder, click on the arrow on the far right side of the screen:



4. You can then order by section number, alphabetically, or click on the dots to the left side of the chapters and drag them to where you'd like them to be in your listing:

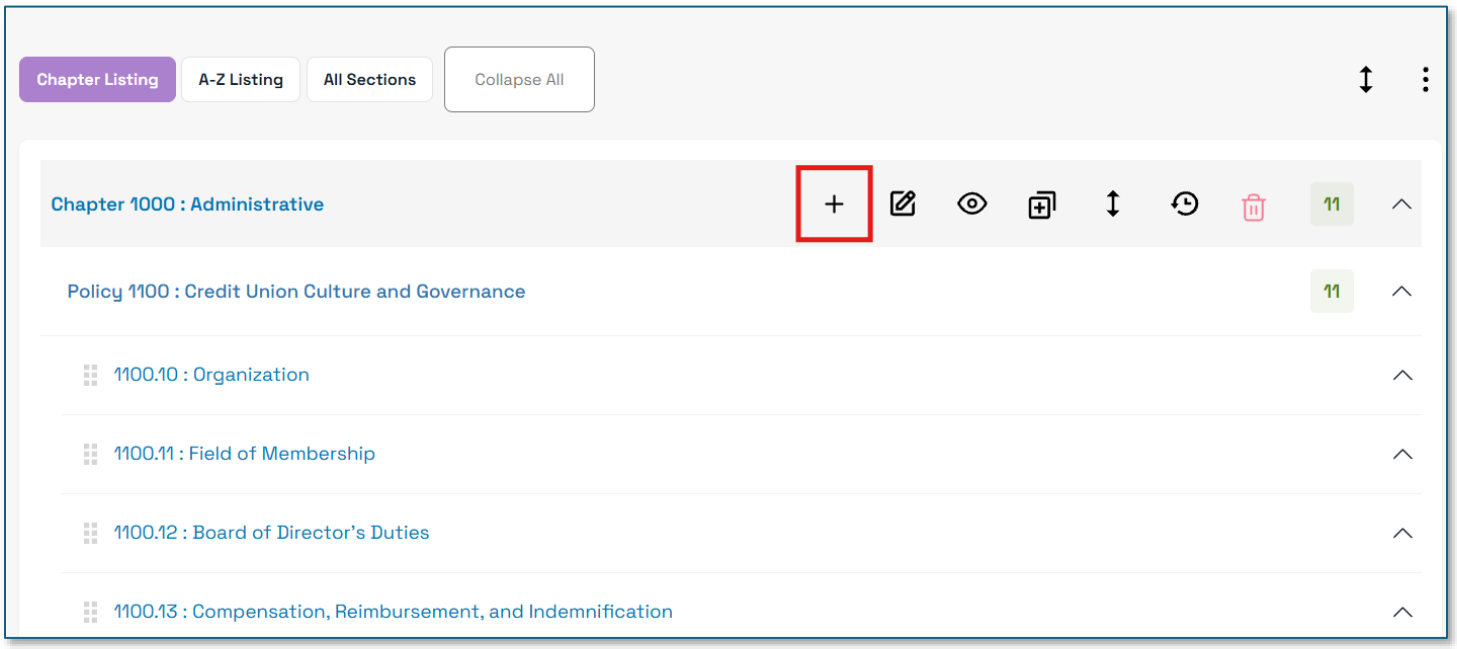


5. If your content does not show the word "Chapter" before it in your listing after you add and sort your listing, open up the chapter in the editor and type in the word "Chapter" in the Content Label field:

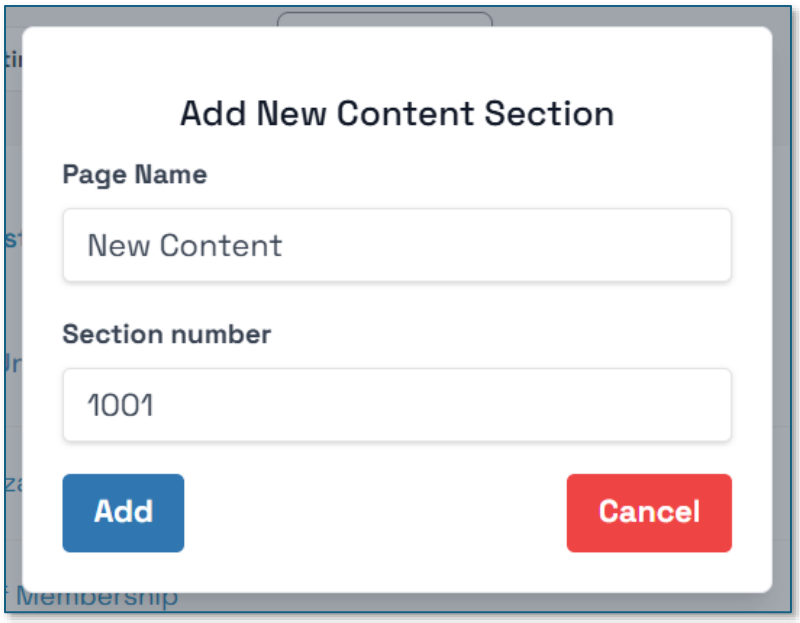


Adding sub-sections of content to policies or procedures in CU PolicyPro and/or RecoveryPro:

1. When in a chapter, look for the "**Add a sub-section**" icon (looks like a plus sign):



2. Add a Page Name and Section number and click **Add**:



3. You will then see your new content located under the section you added the sub-section to:

