Creating an institution-specific procedure
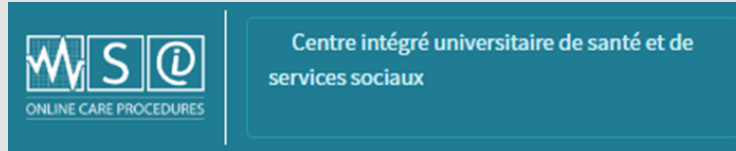
WSI ONLINE CARE PROCEDURES

Content Manager

1 Log in using a 'Member' access

2 Click on the institution's name in the top left-hand corner to access the institution's 'Dashboard'
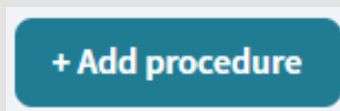
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3 Click on the "Institution procedures" tab

Managers | **Institution procedures** | Installations | Custom procedures | Blocked procedures | Members

4 Click on the "+ Add procedure" button
- A new window will appear

+ Add procedure

5 Fill out the mandatory fields in the "Properties" tab and add content to the other tabs
- Refer to the « Using drafting tools » tool for more information on how to edit the procedure you have just created

6 Once drafting is finished, 2 options are available by clicking on the arrow in the drop-down menu:
- Save the completed procedure under the "Published" status: it then becomes visible locally

Save as:
Published
Save
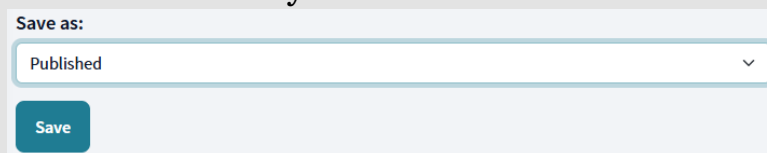
- Save the unfinished procedure under the "Draft" status to continue editing at another time: it will not be visible

Save as:
Draft
Save
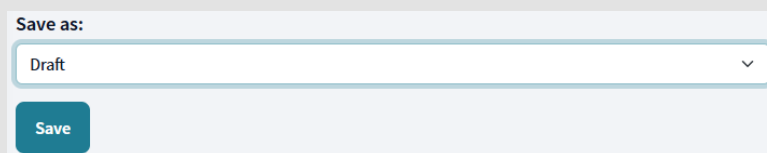
7 To find this draft, consult the list of "Institution Procedures" (step 3)