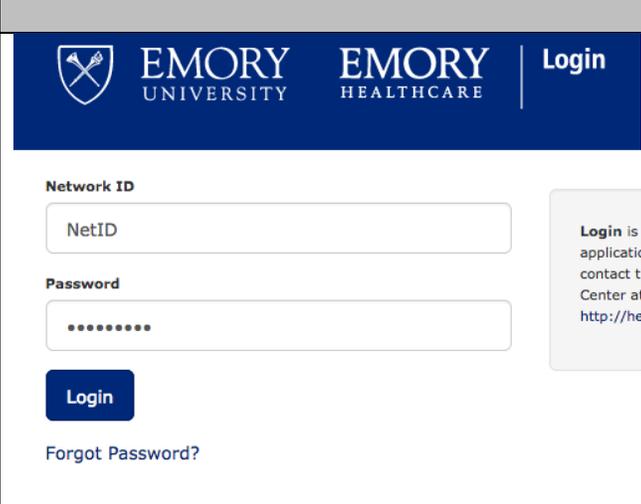
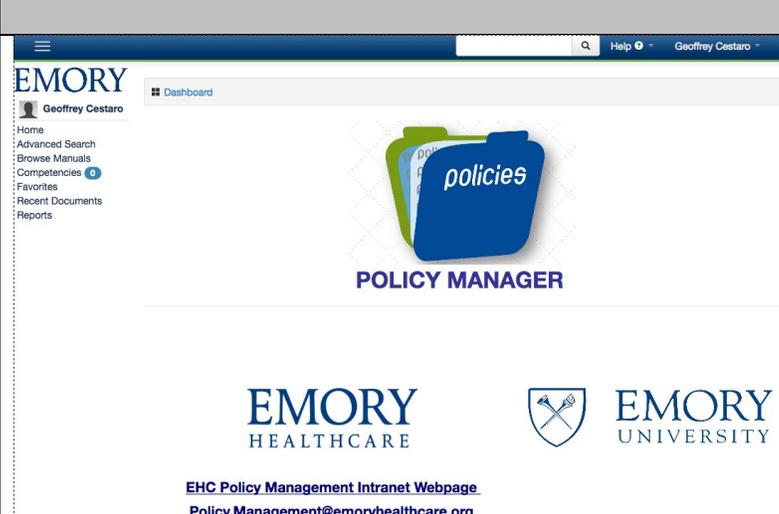


## Emory Policy Manager Quick Reference Guide: University

### Logging in to the Policy Manager Website

	<ol style="list-style-type: none"><li>1. Go to <a href="https://emory.ellucid.com/">https://emory.ellucid.com/</a> OR go to <a href="http://www.policies.emory.edu">www.policies.emory.edu</a> and select the link for Emory University Policies.</li><li>2. You will be re-directed to Emory single sign-on.</li><li>3. Enter your netID and password.</li><li>4. Click Login.</li></ol>
	<p>You will arrive at the main Policy Manager home page.</p> <p>From here, policies are organized by Facility, including Emory Healthcare, University, and Enterprise. Enterprise contains policies shared across University and Healthcare.</p> <p>Within Facility, policies are organized into Manuals, which represent topics, like administration, communications, etc.</p>

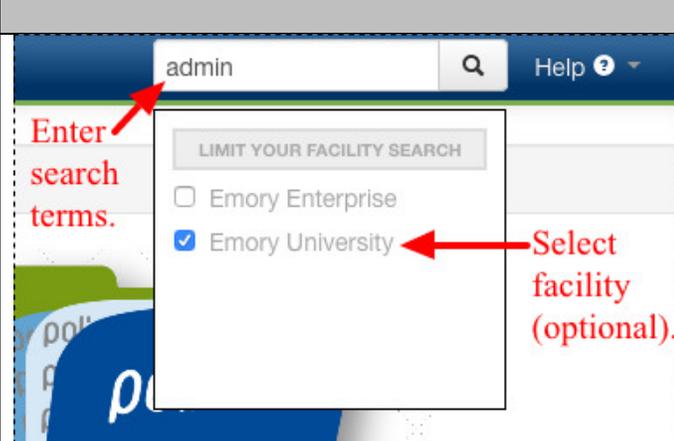
## Searching for Policy Manuals and Documents



The screenshot shows the EMORY dashboard with a search bar at the top right containing the text "admin". A sidebar menu on the left lists: Home, Advanced Search, Browse Manuals, Competencies, Favorites, Recent Documents, and Reports. A red arrow points from the search bar to the text "General search from main navigation bar." Another red arrow points from the "Advanced Search" menu item to the text "Advanced search from sidebar menu." A blue folder icon labeled "policies" is overlaid on the dashboard.

You can do a basic search from the main navigation bar or choose Advanced Search from the sidebar menu.

## Basic Search

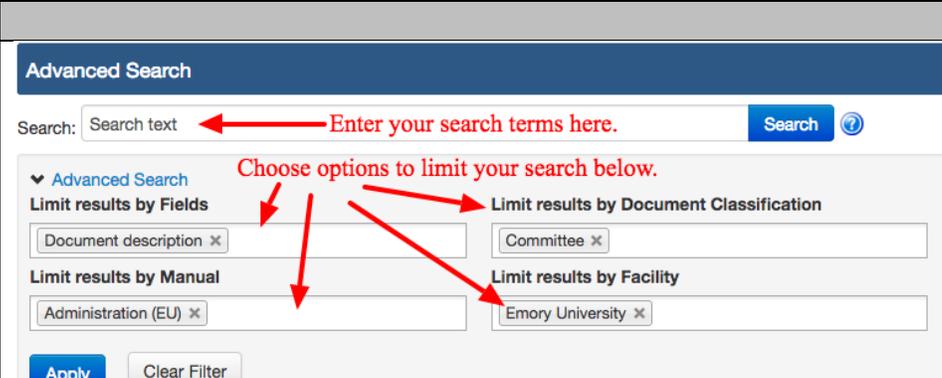


The screenshot shows the search bar with "admin" entered. A dropdown menu titled "LIMIT YOUR FACILITY SEARCH" is open, showing two options: "Emory Enterprise" (unchecked) and "Emory University" (checked). A red arrow points from the search bar to the text "Enter search terms." Another red arrow points from the "Emory University" option to the text "Select facility (optional)."

From the main navigation bar, enter your search term and limit the search by facility if you would like, including Emory Enterprise\*, University or Healthcare.

**\*Reminder:** Enterprise contains policies that are shared by Healthcare and University.

## Advanced Search



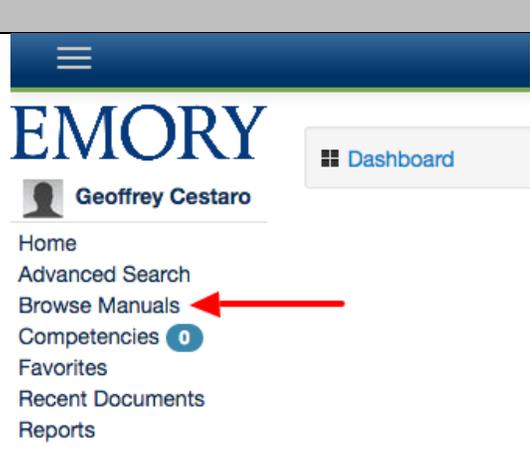
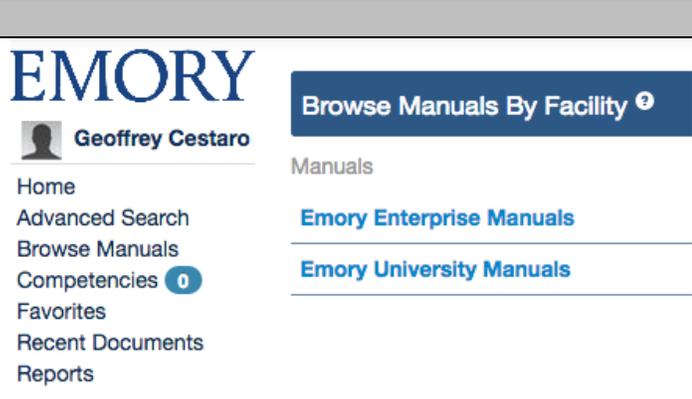
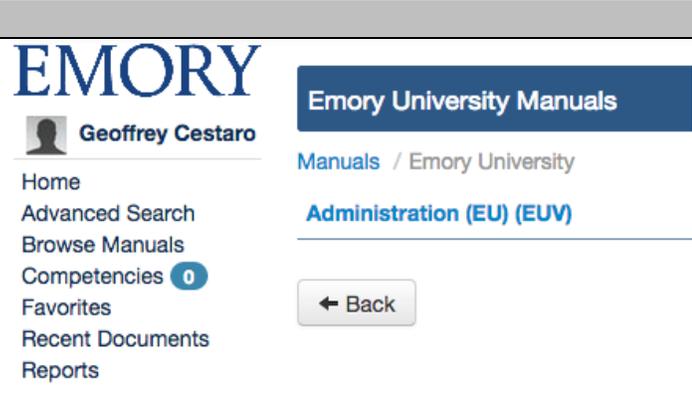
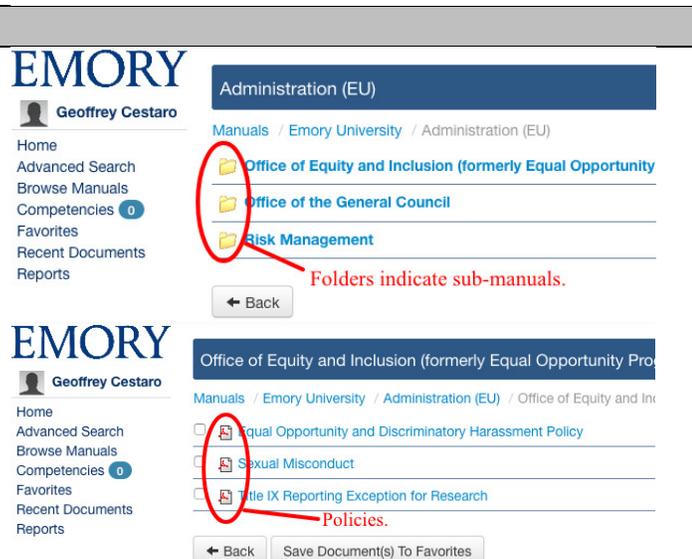
The screenshot shows the "Advanced Search" page. At the top, there is a search bar with "Search text" and a "Search" button. Below it, there are four filter sections: "Limit results by Fields" (with "Document description" selected), "Limit results by Manual" (with "Administration (EU)" selected), "Limit results by Document Classification" (with "Committee" selected), and "Limit results by Facility" (with "Emory University" selected). A red arrow points from the search bar to the text "Enter your search terms here." Another red arrow points from the filter sections to the text "Choose options to limit your search below." Buttons for "Apply" and "Clear Filter" are at the bottom.

If you choose Advanced Search from the sidebar menu, enter your search terms and click Advanced Search to view the options for restricting your search further.

The drop-down options for advanced search include the following:

- 1) **Fields:** limits the search to a specific field, like document title or description.
- 2) **Manual:** lets you select a specific manual, like Administration Policies, and limits your search to policy documents within that manual.
- 3) **Document Classification:** limits your search to specific document types, such as committee policies.
- 4) **Facility:** limits your search to Emory Enterprise, University or Healthcare.

## Browsing Manuals

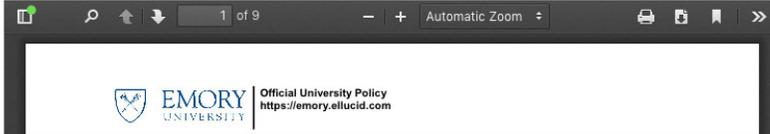
	<p>To locate a manual or policy document by browsing, select Browse Manuals from the sidebar menu.</p>
	<p>Choose the facility you would like to browse. Emory Enterprise contains policies that are shared between University and Healthcare, like HIPAA.</p> <p><b>Note:</b> Healthcare is not shown here but is the third option that will show only for Healthcare affiliates.</p>
	<p>All manuals within that facility will be displayed. Select a specific policy manual.</p>
	<p>If there are sub-manuals, you'll see them here as folders. Policies appear as pdf icons.</p>

Save frequently viewed policies to your favorites.

Save To Favorites Approval Details Hide Details [-] Print

Reference Code: View your favorites from anywhere on the site using the side menu bar.  
1.3

View the policy and print it if necessary. Save policies you use frequently to your favorites for easy viewing later.



## Getting Help



The screenshot shows the top navigation bar of the EMORY website. On the left is the EMORY logo and the user name 'Geoffrey'. In the center is a search bar. On the right is a 'Help' dropdown menu with options for 'Contact Us' and 'Help'. Below the search bar, a notification reads 'H.1.A.i Risk Analysis and Mitigation Policy (H.1.A.i)'.

You must be logged in to view the help screens. Choose Help from the Help drop-down on the main menu bar.



The screenshot shows the 'MCN Healthcare Help Section' interface. On the left is a sidebar menu with a 'Filter' input field. The main content area has a search bar and a 'Popular Help Topics' section with sub-sections: 'Basic Functions', 'Document Management', and 'Site Administration'. Red arrows point to the 'Filter' field, the search bar, and the 'Popular Help Topics' header.

Select a help topic from the left sidebar menu, search by keyword, or browse help by sections in the center of the page.