

# Government Manual

## Add a New Parent Agency

**Step 1.** Select  from the *Menu* and click on

The screenshot displays the Government Manual website interface. On the left, a sidebar contains a 'Getting Started' section with instructions on how to search, a 'Resources' section with navigation links like 'Page 1 of 4', and utility links such as 'display text' and 'test tool tip'. The main content area features a header with the title 'The United States GOVERNMENT MANUAL 2009 - 2010' and a search bar. Below the header is a navigation menu with 'Agency', 'User', and 'Admin' options. A dropdown menu is open under 'Agency', showing 'Edit', 'Publishing', and 'Add' options. The 'Add' option is highlighted. The background of the main area shows a photograph of the Supreme Court building. Below the photo, there is a section titled 'The United States Government Manual' with a brief description of the manual's content. At the bottom, there is a 'Browse by Category' section with a dropdown menu currently set to 'Boards, Commissions, and Committees' and a link to 'Department Of Defense'.

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**Step 2.** Enter the following information for the Parent Agency (Ex: DOD):  
*Category Type, Agency Name, Organization Chart, Footer, Email, URL, Introductory Note, and Introductory Note Paragraph.*

Agency	User	Admin
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### Department Of Defense I

Main Contact	Leaders	Mission Statement	Organization	Legal Authority	Programs	Sources of Information
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#### Agency Info

[View Publishing History](#)

File Preview: [View XML](#) [View HTML](#)

Publish Preview:

\* Category Type:

\* Agency Name:

\* Sort Order:

Organization Chart:

Footer:

Email:

URL:

Introductory Note:

Introductory Note Paragraph:

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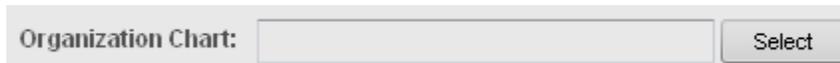
**Step 2.1 Category Type:** Click on the  in the *Category Type*.



**Step 2.2 Category Type:** Select the type from the dropdown list.



**Step 2.3 Organization Chart:** Click on the  button in the Organization Chart. An explorer window pops up.



**Step 2.4 Category Type:** Select a file to upload and click on open.

