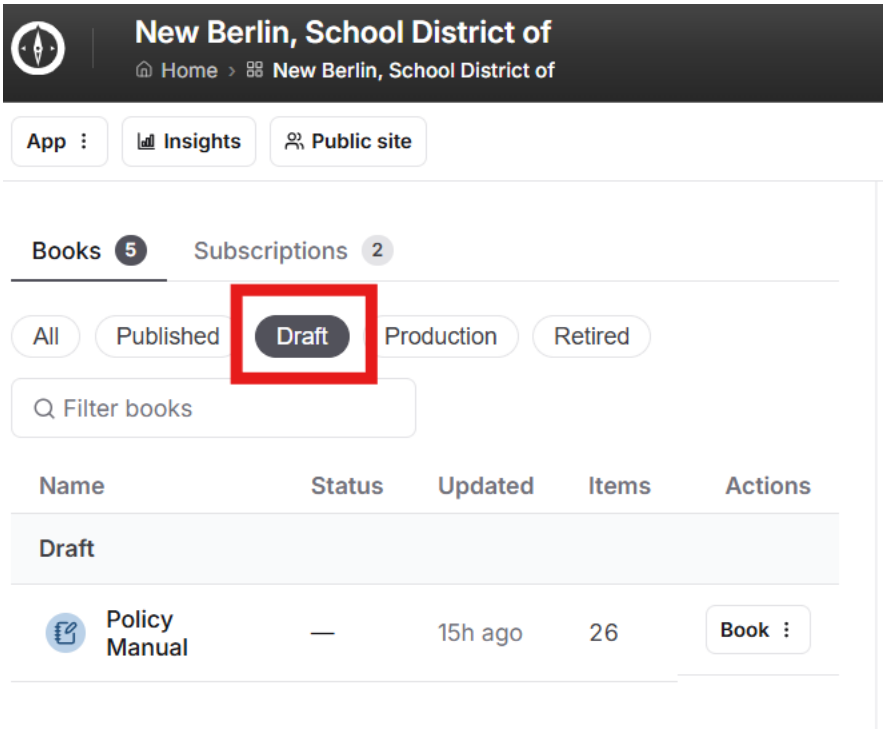
Client is doing their own updates in NPPT

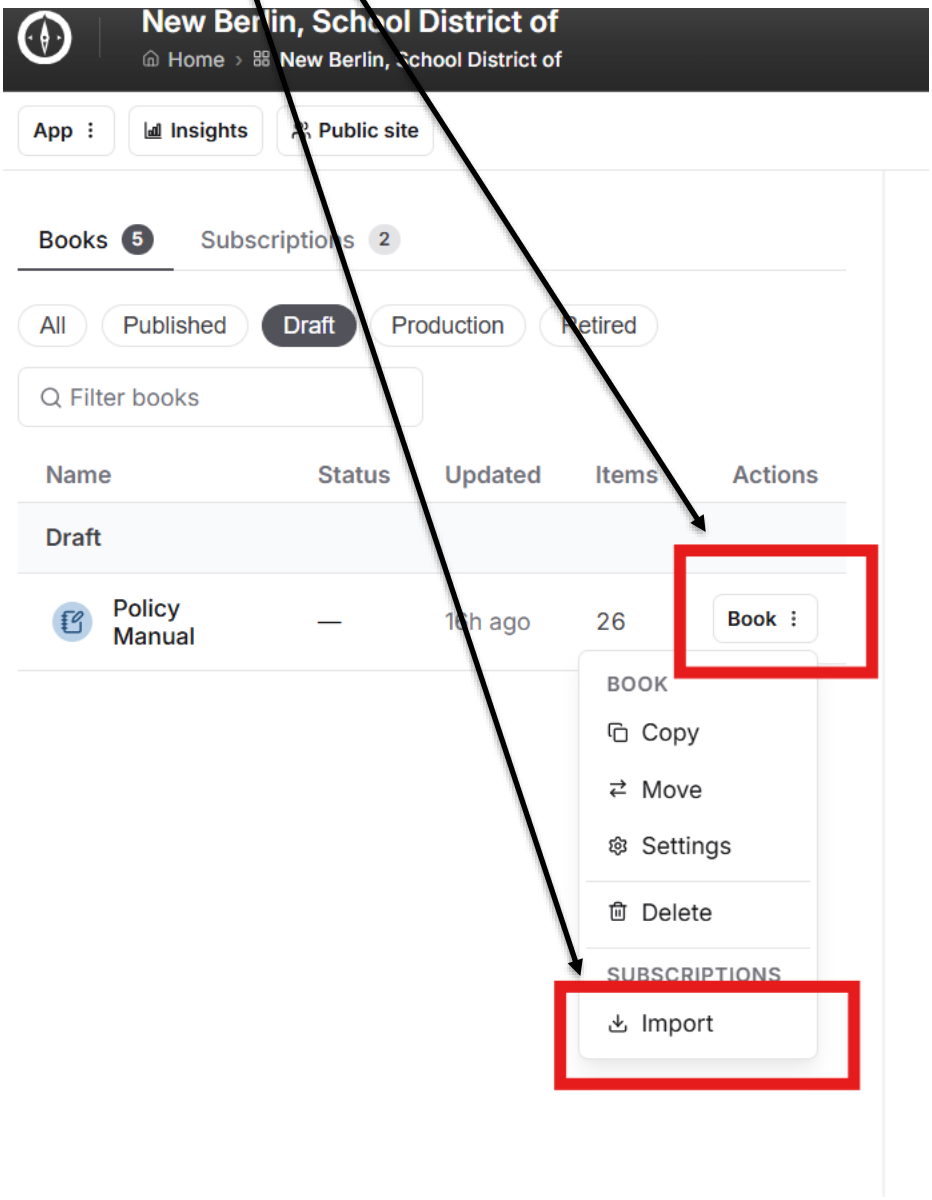
How to download an update package

From the Clients Workspace

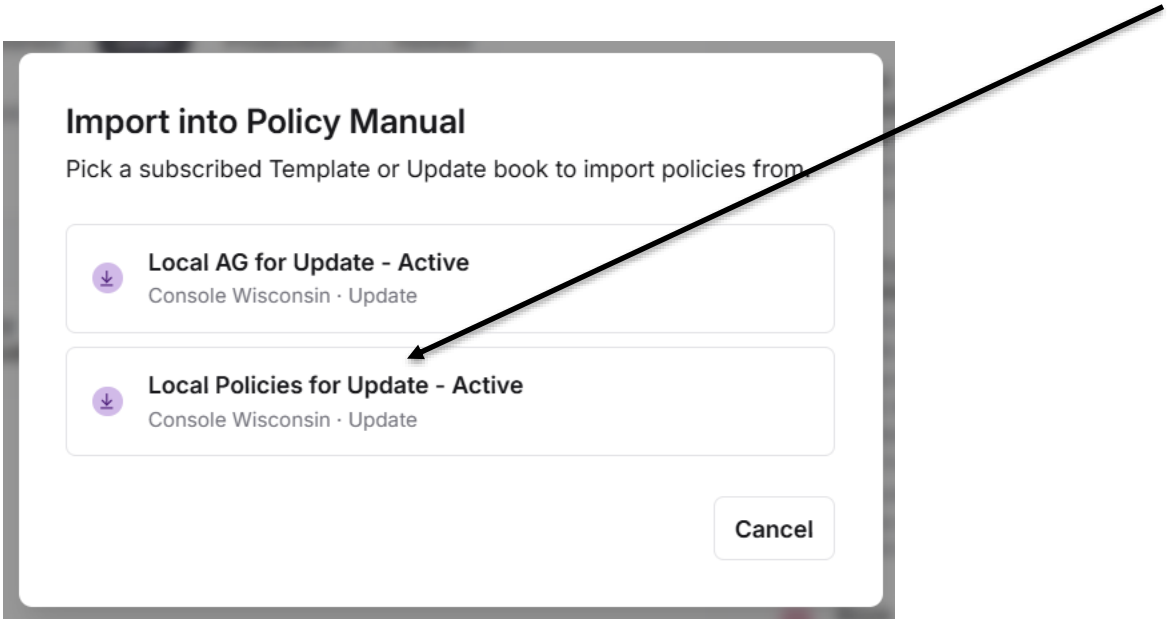
1. Choose a Draft book from the book picker



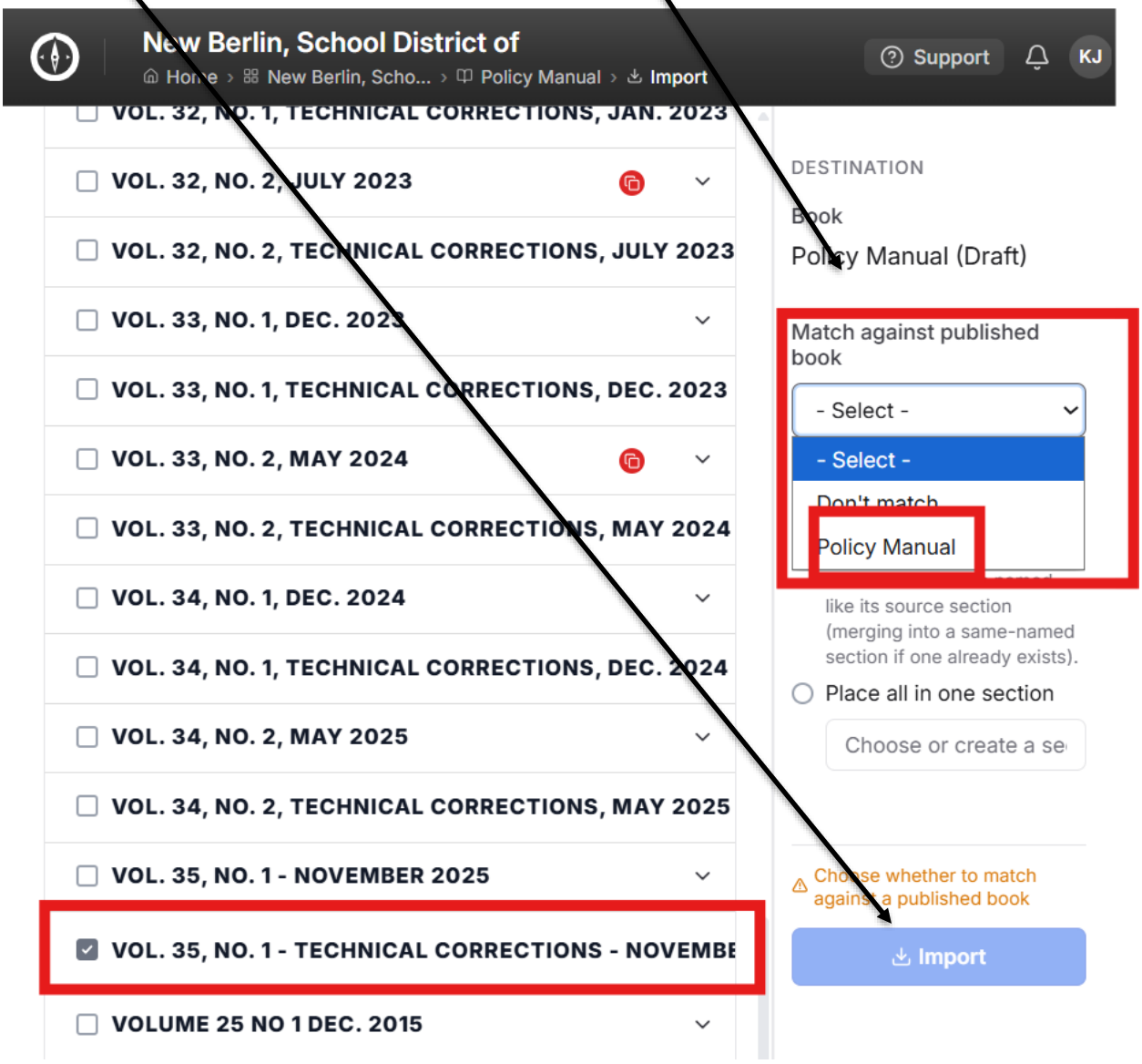
2. Select the **“Book”** menu
3. Click on **“Import”** at the bottom of the menu



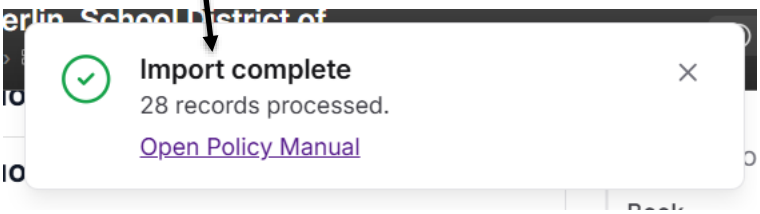
4. New Berlin has 2 Update Subscriptions – see below. Choose the appropriate **Update**.



5. Select (check box) the Update collection from the menu –
6. Match the update package to **Published Policy Manual** – set up a Compare when editing.
7. **Optional**: Choose individual document instead of selecting the entire package
8. Navigate to the Update Package you want to download
9. Select the entire section of the update package
10. Click **Import**



11. Navigate to the draft book to view the update package
    (**A** dialog box **will appear at the top of the page after clicking on Import with a link to the draft book**)



12. The link will take you back to the **Policy Manual Drafts Book**

