



VIRGINIA

REGISTER OF REGULATIONS

CREATING A PROJECT IN RIS

Create the new project:

1. Click on "Project Description Goes Here" first and then enter the name of the new project. Keep the name short but with enough information to differentiate it from other projects (e.g., regional EMS councils, 2009 fee reduction, continuing education requirements, or Rev. C09).
2. Click on "Create New Project" button. RIS assigns a project number and adds it to the list of agency projects at the bottom.
3. To open the project, click on the manila folder icon next to the project name. Note that on the next screen, the project title can be changed. Once a project has been linked to Town Hall, keep the names in the two systems identical.
4. To return to the agency's Projects List page, click on "Projects" in the header.
5. To return to your list of agencies, click on the Regulation Information Systems header.

Add sections to the project (i.e., select the sections that are being amended, repealed, or added):

1. To amend, repeal, or add a section or to add a new chapter, click on "Create Entry."
2. Select an existing chapter from the dropdown menu or click on "Create New Chapter." **If you select an existing chapter**, the corresponding sections appear in a dropdown list. You can select a chapter to be amended or repealed or click on "Create New Section" to create a new section.
3. Select amend or repeal in the lower right hand corner of the screen.
4. You can select multiple sections to amend or repeal by holding down the Shift key for consecutive sections or holding down the Control key for nonconsecutive sections. If you are selecting multiple sections, they must be sections that will all be amended or all be repealed. Additional sections to amend or repeal may be added individually or in groups at any time.
5. New sections must be added one at a time and given a "description," which is the catchline for the new section. The description must be given at the time a new section is created. You may modify the section description at a later time if needed. The catchline description is the portion that will be used for the Table of Contents feature of the online VAC.
6. **To create a new section**, skip the Select Existing Chapter step and go straight to Create New Section. At the next screen, you can Select Existing Chapter from the dropdown list or choose from the list of new chapters created in this project. The next available section of the chapter will appear for the section being added. Verify that it is the section number you want or change it to reflect the section number you want. Notice that four digits must be used (e.g., section 20 will be section 0020). Type the catchline without the ending period and click "Create New Section."
7. **Catchlines of existing sections can also be modified.** Existing catchlines should be amended in the content area using strikes and underscores, but the description should be

written as the catchline will appear when the section becomes effective. For sections being amended, the section content area catchline and the section description should be identical when the section becomes effective. The catchline description is the portion that will be used for the Table of Contents feature of the online VAC. To amend the description, click on the words of the description. It will open a text box. Make the changes (without using strikethroughs and underscores) and click Update. (Leave the catchline text on the Project Details page as is for sections being repealed. The update system will automatically replace the catchline with [Repealed] in the VAC table of contents.)

8. **To create a new chapter**, click on "Create New Chapter" and enter the chapter number and title and the first section number and description/catchline. All additional sections will be added one at a time. You may create all the sections or a group of sections and go back to add the content to each one. To see the Project Details page, click on "Return to Projects Details."
9. **To repeal a chapter and replace it with a new chapter**, click on "Create Entry," choose the chapter to be repealed, click on the first section of the chapter in the section list, hold down the shift key and scroll down to the last section in the list and click on it (include the FORMS or DIBR list since they will be repealed with the chapter). Scroll through the list and deselect any sections that have already been repealed by holding down the Control button as you click on each one. Select "Repeal" from the "Select Action" dropdown list and then click on the "Submit" button. All sections of the chapter to be repealed will appear as entries in the project. Be careful with this. If you accidentally leave it as "amend," you'll have to delete (click the red "x" next to each section) and start over.
10. Next select "Create Entry" and "Create New Chapter." Verify or change the chapter number and first section number (both numbers will be in a four-digit format). Enter the new chapter title (in upper case) and the catchline for the first section (in sentence case), then click "Add Chapter."
11. Now you will enter each new section individually by entering the catchline without the ending period, and clicking "Create New Section."
12. **To add a FORMS list or Documents Incorporated by Reference (DIBR) list**, select "Create Entry," select "Create New Section," select the current or new chapter, choose the FORMS or DIBR designation from the dropdown list and click the box next to the dropdown list. The appropriate catchline and section number will appear in the description box. Click on "Create New Section."