


# Government Manual

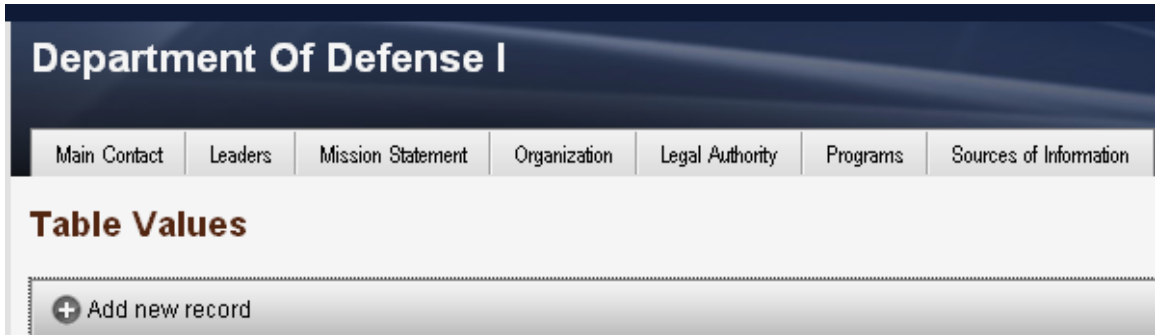
## Add Leadership Table Values

**Step 1.** Click on the **View** link under the View column.



The screenshot shows the 'Department Of Defense I' page with a navigation menu including 'Main Contact', 'Leaders', 'Mission Statement', 'Organization', 'Legal Authority', 'Programs', and 'Sources of Information'. Below the menu is the 'Leadership Table' section, which includes an 'Add new record' button and a table with columns for 'Edit', 'View', 'Header', 'URL', 'Author', 'Publisher', 'Sort Order', and 'History'. Two records are listed, both with 'George, Kavitha' as the author and '1' and '2' as sort orders. The 'View' link for the first record is highlighted in yellow.

**Step 2.** Click on **+ Add new record**



The screenshot shows the 'Department Of Defense I' page with the same navigation menu. Below the menu is the 'Table Values' section, which includes an 'Add new record' button.

**Step 3.** Enter the following information: Title, Name, Prefix, Suffix

Title:	<input type="text" value="DEPUTY SECRETARY"/>
Name:	<input type="text" value="ROBERT M. GATES"/>
Prefix:	<input type="text"/>
Suffix:	<input type="text"/>
Sort Order:	<input type="text" value="1"/>

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## Add Leadership Table Values

**Step 4.** Click on **Insert** link.

Title	
Title:	<input type="text" value="DEPUTY SECRETARY"/>
Name:	<input type="text" value="ROBERT M. GATES"/>
Prefix:	<input type="text"/>
Suffix:	<input type="text"/>
Sort Order:	<input type="text" value="1"/>
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>	

**Step 5.** Repeat Steps 2 through 4 to add more than one Leadership Table Value record.

Department Of Defense |

Main Contact | Leaders | Mission Statement | Organization | Legal Authority | Programs | Sources of Information

### Table Values

+ Add new record Refresh

Title	Name	Prefix	Suffix	Sort Order	
SECRETARY OF DEFENSE	ROBERT M. GATES			<input type="text" value="1"/>	<a href="#">History</a>
DEPUTY SECRETARY OF DEFENSE	WILLIAM LYNN		III	<input type="text" value="2"/>	<a href="#">History</a>
Under Secretary of Defense for Acquisition,	ASHTON B. CARTER			<input type="text" value="3"/>	<a href="#">History</a>
Deputy Under Secretary of Defense (Business	PAULA BRINKLEY			<input type="text" value="4"/>	<a href="#">History</a>
Deputy Under Secretary of Defense	LOUIS W. ARNY		III	<input type="text" value="5"/>	<a href="#">History</a>
Under Secretary of Defense for Policy	MICHELE FLOURNOY			<input type="text" value="6"/>	<a href="#">History</a>
Principal Deputy Under Secretary of Defense	JAMES N. MILLER,		JR.	<input type="text" value="7"/>	<a href="#">History</a>
Assistant Secretary of Defense (International	ALEXANDER R. VERSHBOW			<input type="text" value="8"/>	<a href="#">History</a>
Assistant Secretary of Defense (Special	MICHAEL VICKERS			<input type="text" value="9"/>	<a href="#">History</a>
Assistant Secretary of Defense (Homeland	(VACANCY)			<input type="text" value="10"/>	<a href="#">History</a>