Operations guide

Review incoming documents before indexing.

Keep each source in its own file.

Store the source catalog beside the collection.

Confirm the owner and version of a policy before adding it.

Keep headings, tables, code examples and source page information.

Use a reviewable cleanup pass to fix layout breaks.

Source review and import

Check the prepared document against the original.

Source page numbers help locate the original claim.

A partial conversion needs further review before indexing.

Import the Markdown content files from the documents folder.

Keep source metadata outside the imported content.

The receiving platform handles chunking and retrieval.

