

How to use this manual

The HR Manual is available in print and digital format. The guidance below is for digital users.

Site structure

The manual is split into three levels. View the [site map](#).



Sections: The manual is split into 7 sections.



Sub-sections: Each section includes one or more sub-section.



Pages: Each sub-section contains pages.

Instructions

Guidance on how to use the digital manual including navigation, search and printing.

- [Mobile Phone Users](#)
- [Computer / Tablet Users](#)

Mobile Phone Users

1. [Navigation](#)
2. [Search](#)
3. [Print / Download](#)
4. [Forms](#)

1. Navigation

Home page

Annotations for the homepage:

- TSC logo = Return to homepage**: Points to the TSC logo in the green header bar.
- Page navigation and printing**: Points to the 'Info' tab in the navigation bar.
- Menu**: Points to the three-dot menu icon in the green header bar.
- Default view. Displays page contents.**: Points to the 'Content' tab in the navigation bar.

The homepage content includes a 'Welcome...' message, a subtitle '...to the Human Resource Manual for Teachers and School Leaders in Sierra Leone', and a collage of four images showing educational activities.

Moving through sections, sub-sections and pages

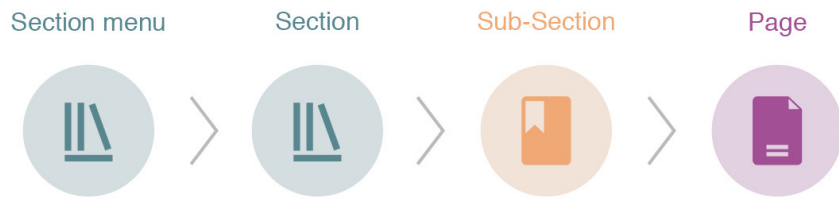
Use the drop down menu to go to sections and sub-sections.

The dropdown menu is open, showing the following options:

- Search
- Sections
- Sub-sections
- Log in

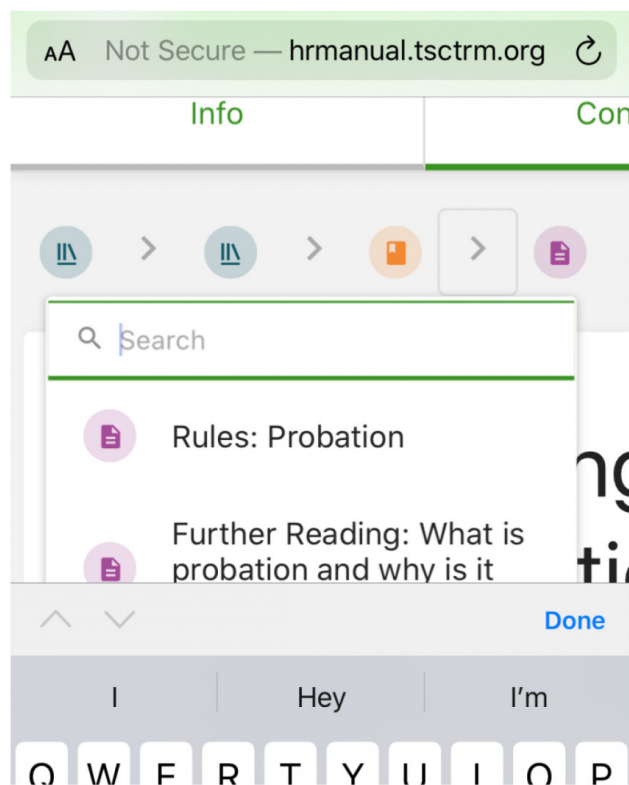
The rest of the page content remains the same as the previous screenshot.

As you move through the manual, breadcrumbs will appear at the top of the screen.



> Tap an icon to return back to the sub-section, section or section menu.

> Tap on a grey arrow to reveal a drop down menu. Enter a key word to search the section or sub-section. Or scroll down to select another page or subsection (depending on which arrow you select).



> Tap *Info* on any page to reveal page and subsection navigation.

2. Search

The search option allows you to search the manual. Select search from the drop down menu, type in a key word and press go / enter.

3. Print / Export

To export a page for print:

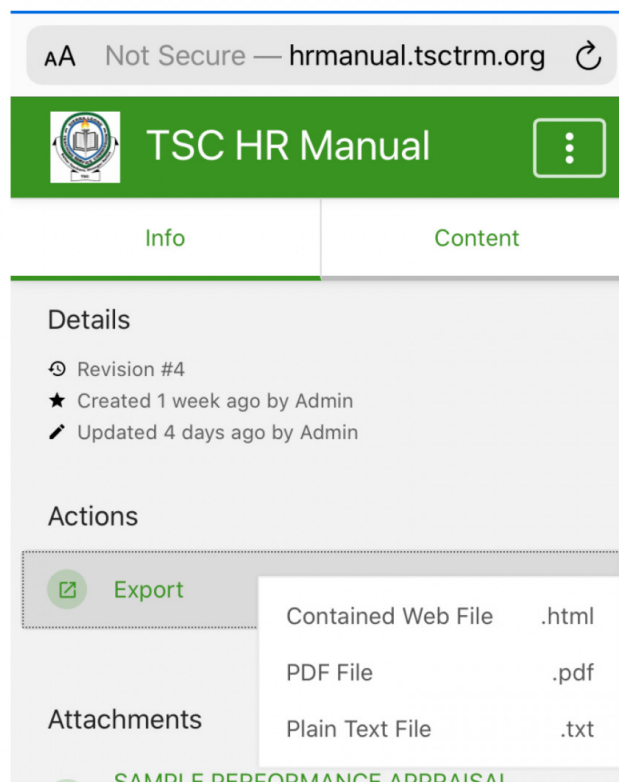
> Go to the page you want to print.

> Tap *Info*.

> Select *Export*.

> Select *PDF file*.

> Select *Download*



4. Forms

All forms are listed on the [Forms page](#)

> Select a form.

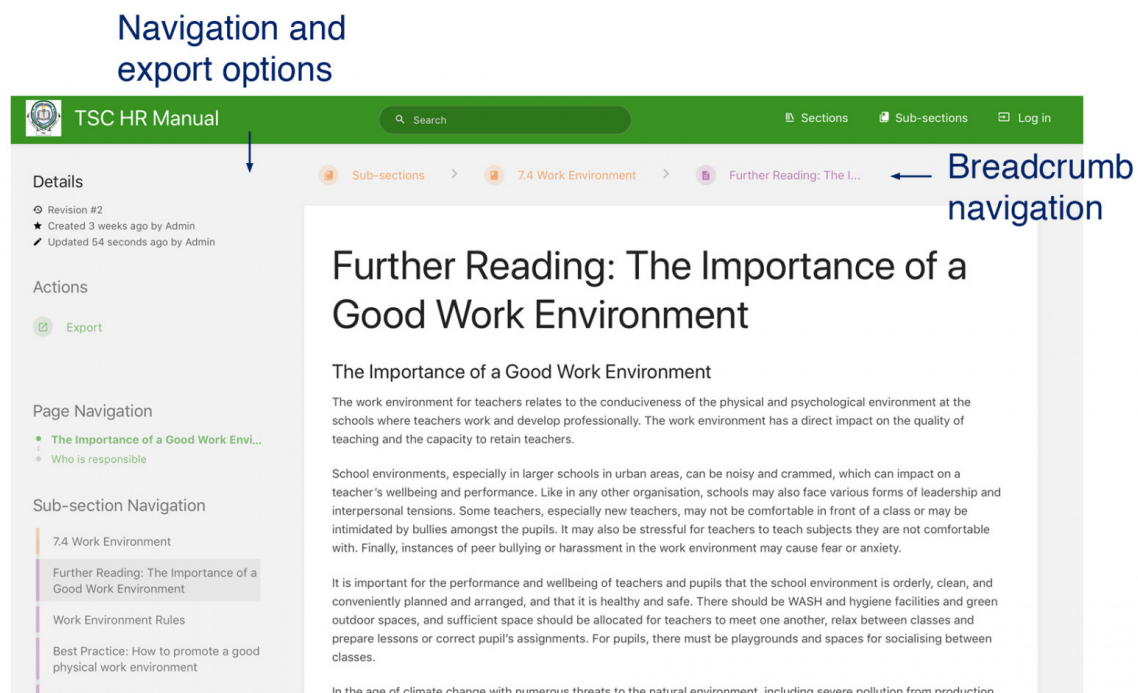
> Select *View* or *Download*

Computer / tablet users

1. Navigation
2. Search
3. Print / Download
4. Forms

1. Navigation

Navigation options are visible on all pages.



2. Search

> Type in a key word in *Search* at the top of the page and press go / enter.

3. Print / Export

> Click on *Export* on the left of the page.

> Select *PDF file*. Download.

4. Forms

All forms are listed on the [Forms page](#)

> Select a form. It will automatically download a Word document.

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