

# 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](#)
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4. [Forms](#)

### 1. Navigation

## Home page

The screenshot shows the homepage of the TSC HR Manual. The browser address bar displays 'AA Not Secure — hrmanual.tsctrm.org'. The header is green and contains the TSC logo, the text 'TSC HR Manual', and a menu icon (three vertical dots). Below the header are two tabs: 'Info' and 'Content', with 'Content' being the active tab. The main content area has a large heading 'Welcome...' followed by the subtitle '...to the Human Resource Manual for Teachers and School Leaders in Sierra Leone'. At the bottom of the main content area is a collage of four images showing people in educational settings. Annotations with arrows point to various elements: 'TSC logo = Return to homepage' points to the logo; 'Page navigation and printing' points to the 'Info' tab; 'Menu' points to the menu icon; and 'Default view. Displays page contents.' points to the 'Content' tab.

TSC logo  
= Return to homepage

Page navigation and printing

Menu

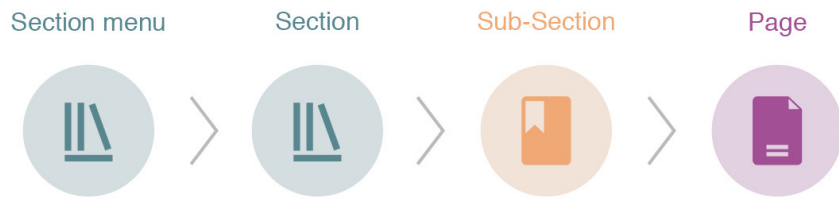
Default view.  
Displays page contents.

## Moving through sections, sub-sections and pages

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

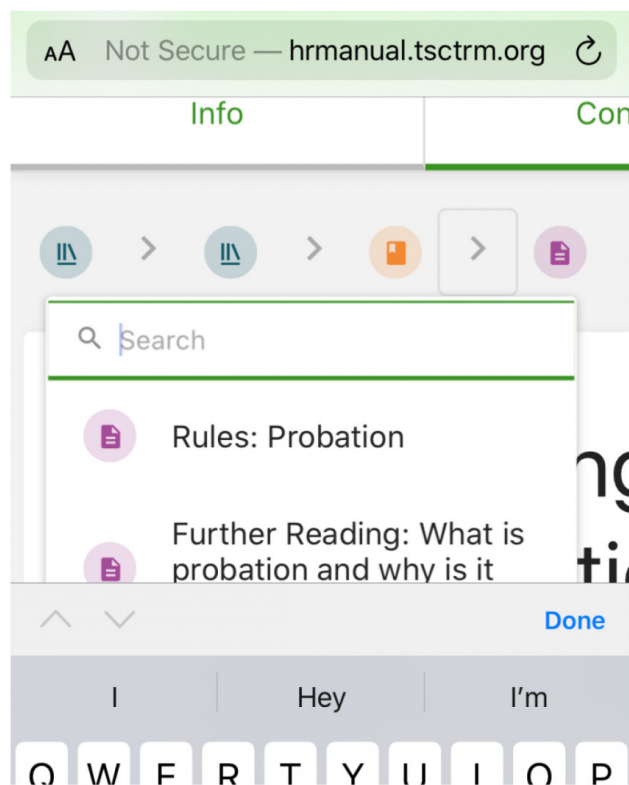
This screenshot shows the same homepage as the previous one, but with the dropdown menu open. The menu is located on the right side of the green header and contains four options: 'Search' (with a magnifying glass icon), 'Sections' (with a list icon), 'Sub-sections' (with a folder icon), and 'Log in' (with a user icon). The 'Info' tab is now the active tab, and the 'Content' tab is no longer visible. The rest of the page content remains the same.

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:

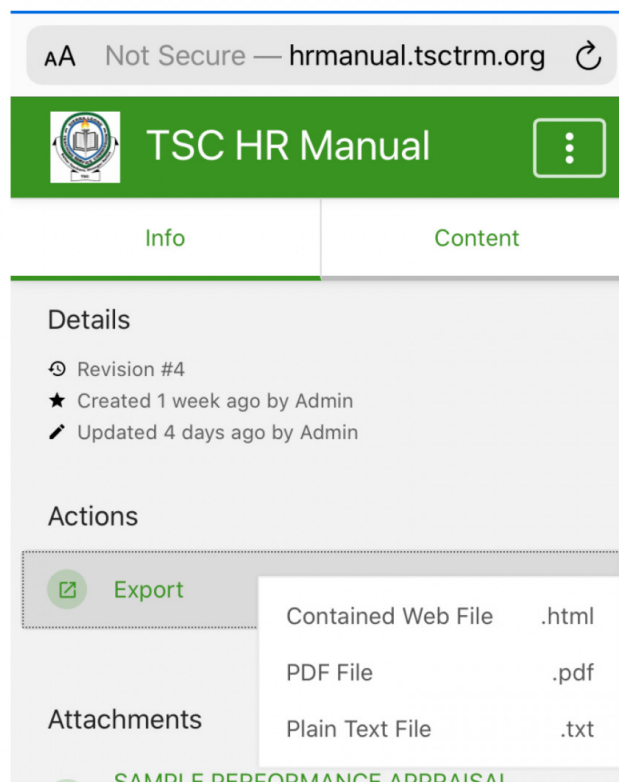
> Go to the page you want to print.

> 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*

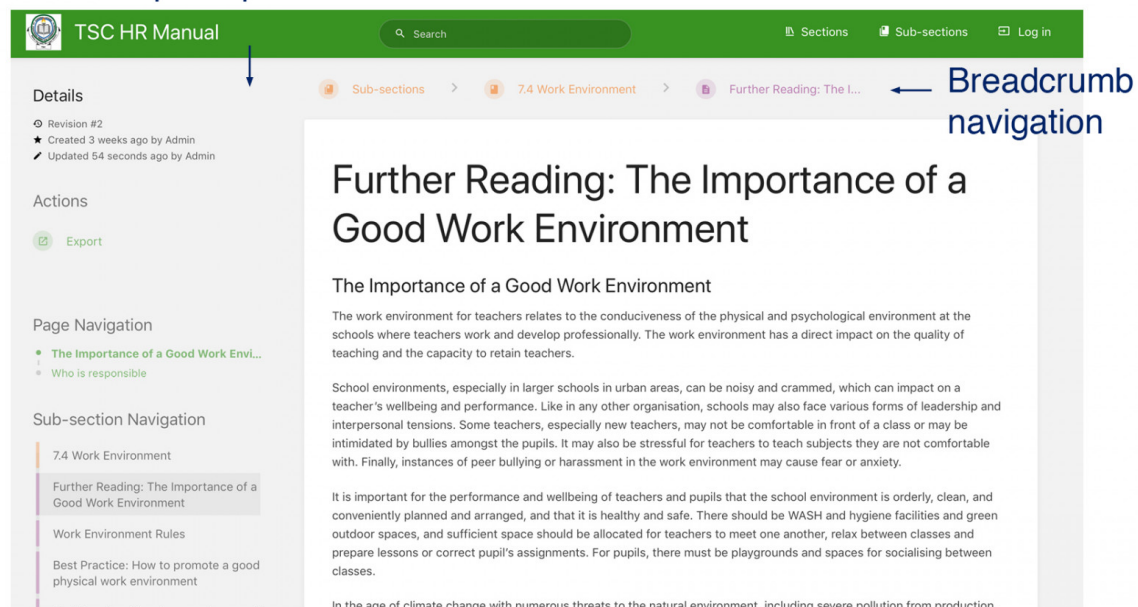
# Computer / tablet users

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

## 1. Navigation

Navigation options are visible on all pages.

Navigation and export options



The screenshot displays the TSC HR Manual interface. At the top, a green header bar contains the 'TSC HR Manual' logo, a search bar, and links for 'Sections', 'Sub-sections', and 'Log in'. Below the header, a breadcrumb navigation path is shown: 'Sub-sections > 7.4 Work Environment > Further Reading: The Importance of a Good Work Environment'. On the left side, there is a sidebar with sections for 'Details' (including revision and creation info), 'Actions' (with an 'Export' button), 'Page Navigation' (listing 'The Importance of a Good Work Environment' and 'Who is responsible'), and 'Sub-section Navigation' (listing '7.4 Work Environment', 'Further Reading: The Importance of a Good Work Environment', 'Work Environment Rules', and 'Best Practice: How to promote a good physical work environment'). The main content area on the right is titled 'Further Reading: The Importance of a Good Work Environment' and contains text about the work environment for teachers.

Breadcrumb navigation

## 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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Revision #25

Created Thu, Mar 12, 2020 4:37 PM by [Admin](#)

Updated Mon, Apr 13, 2020 1:46 PM by [Admin](#)