

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](#)
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1. Navigation

Home page

TSC logo
= Return to
homepage

Page
navigation and
printing

The screenshot shows the homepage of the TSC HR Manual. At the top, there is a browser address bar with the URL 'hrmanual.tsctrm.org'. Below it is a green header bar containing the TSC logo on the left, the text 'TSC HR Manual' in the center, and a three-dot menu icon on the right. Underneath the header is a navigation bar with two tabs: 'Info' and 'Content'. The 'Content' tab is selected and highlighted. The main content area features a large heading 'Welcome...' followed by the subtitle '...to the Human Resource Manual for Teachers and School Leaders in Sierra Leone'. Below the text is a horizontal collage of four photographs: a classroom, a woman in a patterned dress, a man in a suit, and a group of people in a field.

← 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.

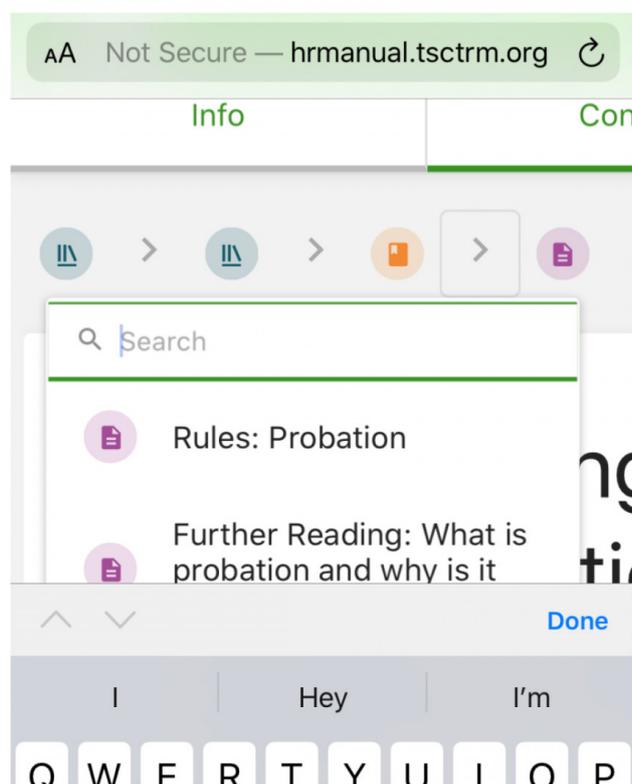
This screenshot is similar to the first one, but the three-dot menu icon in the green header bar is open, displaying a dropdown menu. The menu items are: 'Search' with a magnifying glass icon, 'Sections' with a list icon, 'Sub-sections' with a folder icon, and 'Log in' with a user icon. The 'Info' tab in the navigation bar is now selected and highlighted.

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.

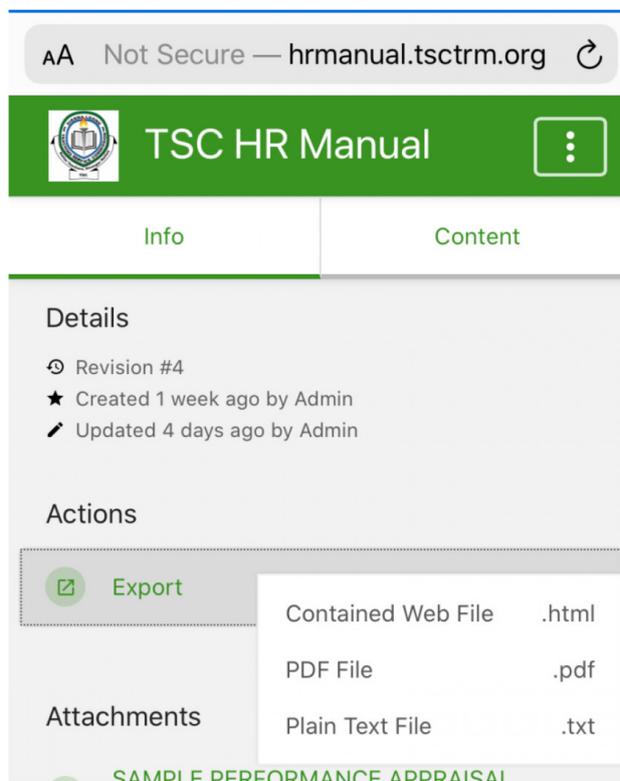
2. Search

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](#)

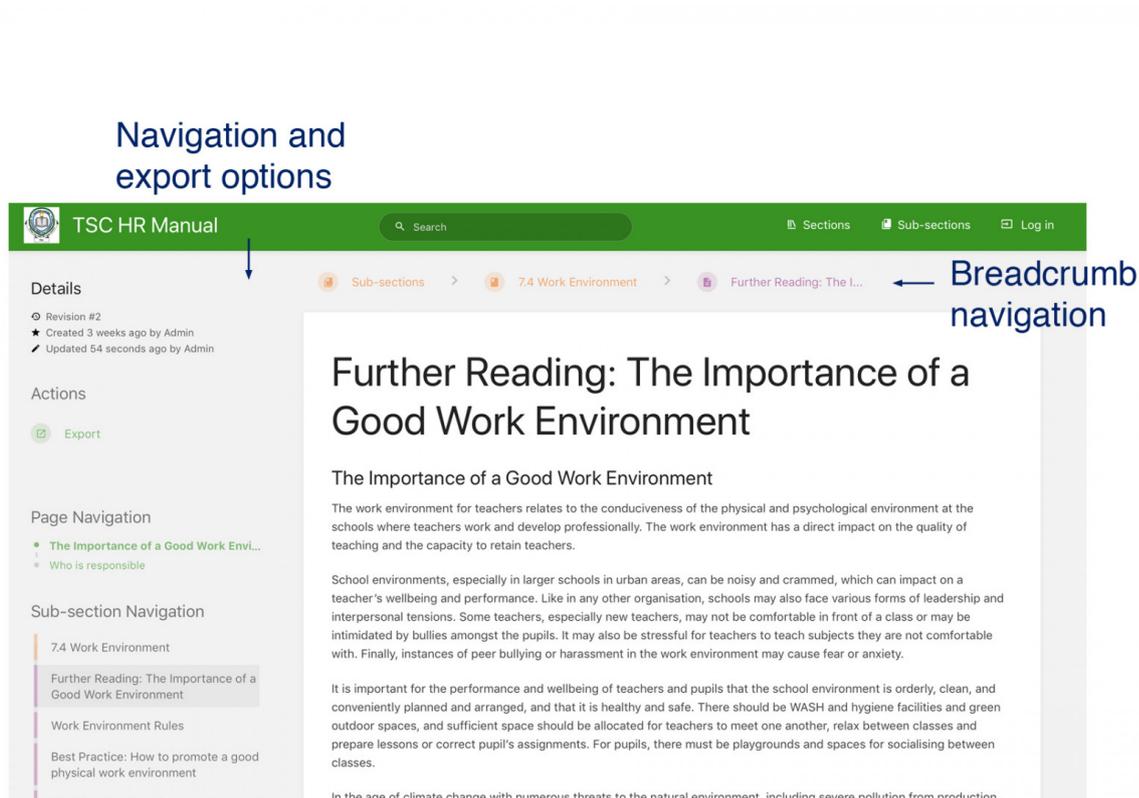
- > Select a form.
- > Select *View* or *Download*

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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