

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

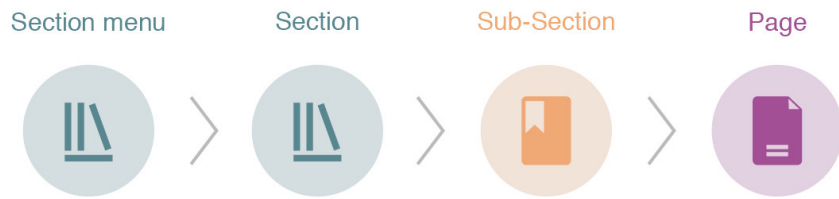
Use the drop down menu to go to sections and sub-sections.

The dropdown menu is open, showing the following options:

- Search
- Sections
- Sub-sections
- Log in

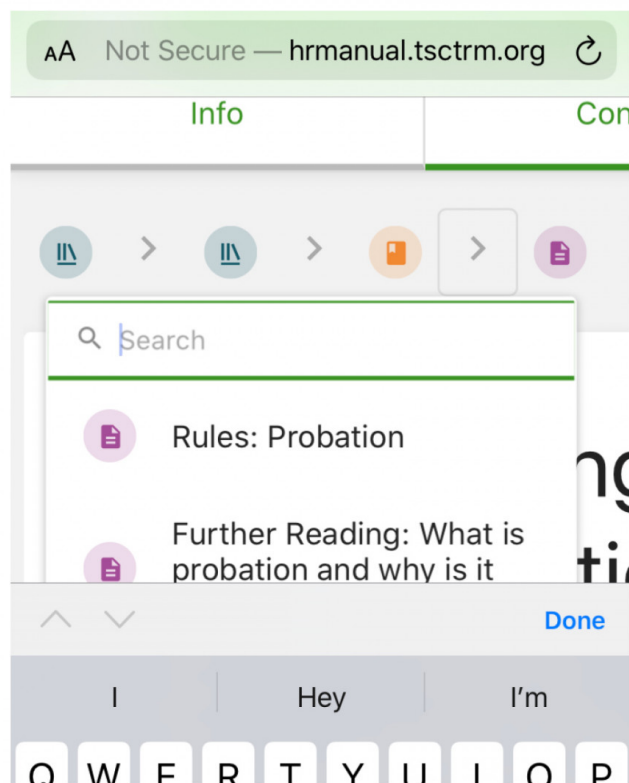
The rest of the page content remains the same as in the previous screenshot.

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:

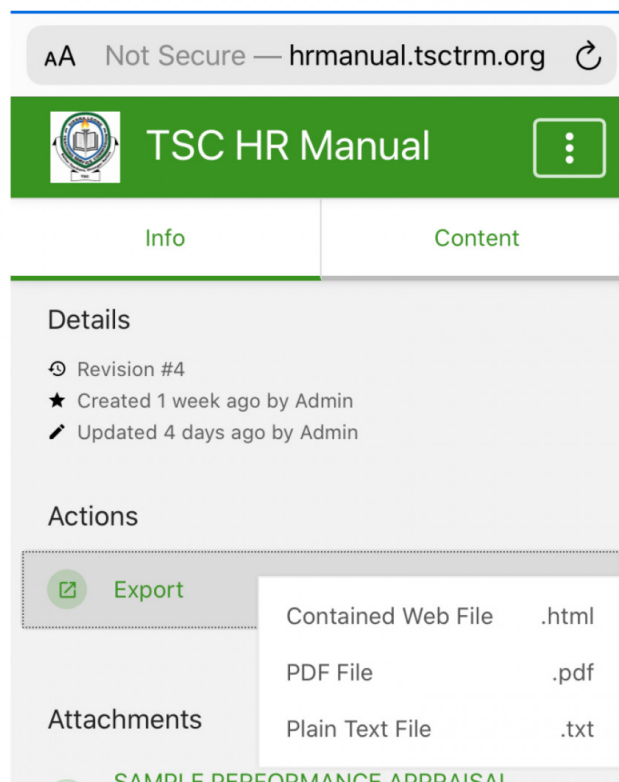
> Go to the page you want to print.

> 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.

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 sidebar, under 'Details', there is information about the revision (#2), creation date (3 weeks ago), and update time (54 seconds ago). Under 'Actions', there is an 'Export' button. The 'Page Navigation' section lists 'The Importance of a Good Work Environment' and 'Who is responsible'. The 'Sub-section Navigation' section lists '7.4 Work Environment', 'Further Reading: The Importance of a Good Work Environment' (highlighted), 'Work Environment Rules', and 'Best Practice: How to promote a good physical work environment'. The main content area displays the title 'Further Reading: The Importance of a Good Work Environment' and the subtitle 'The Importance of a Good Work Environment'. The text describes the work environment for teachers, its impact on teaching quality, and the importance of a good work environment for teachers and pupils. It mentions that school environments can be noisy and cramped, and that teachers may face various forms of leadership and interpersonal tensions. It also states that it is important for the performance and wellbeing of teachers and pupils that the school environment is orderly, clean, and conveniently planned and arranged, and that it is healthy and safe. There should be WASH and hygiene facilities and green outdoor spaces, and sufficient space should be allocated for teachers to meet one another, relax between classes and prepare lessons or correct pupil's assignments. For pupils, there must be playgrounds and spaces for socialising between classes. The text concludes with 'In the age of climate change with numerous threats to the natural environment, including severe pollution from production.'

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.

Revision #25

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

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