

Top Tips for Using the Procedures Manual

The manual address is <http://www.proceduresonline.com/pancheshire/halton/index.html> you can access your manual via any suitable device.

- Save to your favourites or add an ICON on your desktop.
- Read the 'Using this manual' for functions.
- Register for Updates.
- Familiarise yourself with the manual.
- Use Ctrl F to quickly find a word e.g. missing. This can be used in the Contents Lists or within specific procedures.
- Search box – will find words in headings and sub-headings first and then wherever else it appears in the manual. Consider part words in some cases where alternatives may be available e.g. Whistleblowing / Whistle blowing.
- Look at the extra features e.g. Working Together to Safeguard Children 2015 and National Contacts.
- Check the manual for guidance before you go to your manager.
- If the manual has an amendments feature check what has changed. You may also need to clear your browsing history (cookies/cache) to update it. When the manual is open in internet explorer, on the menu you will find the tools icon then select browsing history and delete.
- Remember the '72 Hour Rule' - print pages for reference only.