

Top Tips for Using the Manual

- Save to your favourites or add an ICON on your desktop. Once in the individual manual, right click and select create a shortcut. This asks you whether you wish to add a shortcut to your desktop, select yes. Go back to your desktop and you can rename the tri.x logo whatever you wish to.
- Add an ICON to mobile devices .Users will need to add the manual address to the internet address bar. Depending on what version the manual is and the type of mobile device will determine how the manual is displayed.
- Read the 'Using this manual' for functions.
- Register for Updates.
- Familiarise yourself with the manual i.e. your service area.
- Use Ctrl F to quickly find a word or information e.g. missing. This can be used in the Contents Lists or within specific procedures.
- Search box – To search for an exact phrase, put the phrase inside double quotes, for example: "significant harm" Use an asterisk to represent part of a word; for example, a search for: adopt* will find 'adopt', 'adoption', 'adoptive' etc.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, National Minimum Standards and National Contacts.
- Check the manual for guidance before you go to your manager.
- Check the Amendments feature to see 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.