Instructions for use of manual/document search:
1. Utilize the “Find” box in the toolbar or Right-click anywhere on page and select “Search” from dialogue box.
2. Type a keyword or character string for document search to execute.
3. Click right arrow (or simply press “Enter”) for next occurrence or left arrow for previous occurrence.
4. Click hyperlinked policy/procedure/form number to take you directly to that document.
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**NOTE:** For best results use a recent version of Adobe Acrobat Reader. Click [here](#) to download latest version.

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* Work in Progress (Hyperlink is not active pending current development/updates/revisions)