

Tips for Using the Combined Manual on the Web

How Do I Access the Combined Manual (CM)?

1. You can link directly to the current Entire CM by using this URL:
<http://www.dhs.state.mn.us/CombinedManual>. Add this site to your “Favorites” for easy access.
2. The CM Home Page can be opened by using the URL
http://www.dhs.state.mn.us/id_016956. Add this site to your “Favorites” for easy access. See below for information about the CM Home Page.
3. From CountyLink, click on “Manuals” on the top, gray tab bar. This will take you to the main Manuals web page. Scroll down to “Combined Manual” and click.

How is the Entire CM Arranged?

To open the Entire CM, click on this link <http://www.dhs.state.mn.us/CombinedManual>.

The CM is organized into 3 main navigation parts:

Top Navigation. This area in blue contains links to the DHS Home Page, CountyLink, Manuals Home Page, Bulletins, and Advanced Search. The Manuals Home Page contains links to other DHS policy manuals. The top navigation bar also contains the Search box, which is explained in more detail below, and Bread Crumb navigation in the gray bar. Bread crumbs track where you are in the CM. For example: >CM Table of Contents>03 - CLIENT RESPONSIBILITIES AND RIGHTS>0003.03 CLIENT RESPONSIBILITIES - GENERAL.

Left Navigation. When first accessing the CM, the left navigation area contains the CM Table of Contents (TOC). Once you navigate to a particular section in a chapter, the left column will list all of the sections within the specific chapter you chose.

Center Navigation. When first accessing the CM, the Table of Contents is displayed in the center column. When you click on a specific chapter, the center column will display the section numbers within that chapter. Once you click on a specific section, the chapter sections will move to the left column and the policy for the section you chose will appear in the center column.

How do I navigate within the Entire CM?

You can click into the chapter you wish to review in either the left or center column. Clicking into a chapter using either Table of Contents List will display all sections in that chapter in the center of the page. Once you click into a section, the list of all sections in that chapter moves over to the left hand side of the page. To return to the Table of

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Contents either, click on Combined Manual in the light gray bar at the top of the page or click on 01-Table of Contents on the left navigation area.

Each section contains links to any cross-referenced section. There are also links to any eDocs forms and any other outside sites referenced.

How do I search in the Combined Manual?

There are 3 search methods you can use.

1. **Table of Contents (TOC).** This is the easiest search method. For example, if you are looking for asset policy, then expand Chapter 15 Assets and scan the section titles for the one you want.
2. The **Search** box is located on all pages of the CM.

The Search will ONLY search the CM.

Type your search term in the Search box and click SEARCH. It is best to search by terms rather than section or chapter numbers.

The Search Results page will display your results. This list contains the section title and chapter. The section title contains a link to the section.

3. There is also an **Advanced Search** option. To use this:

Click on the Advanced Search link located in the top navigation bar. This search link is located and can be utilized on all pages of the CM.

The Advanced Search page gives you the option of searching by Keyword, Page Title, or Page Text. It is best to search by terms rather than chapter or section number. Use the TOC if you know the section number you want.

After you type in your search criteria, click SEARCH.

The Search Results page will display your results. This list contains the section title and chapter. The section title contains a link to the section.

Tips for using **Search** and **Advanced Search**:

Use the correct term, for example, caregiver, not caretaker or SNAP not FS.

Narrow the search by not using too broad of a term.

If you are searching for a form number, use the dash. For example, use DHS-4026, not

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DHS 4026.

Be sure to spell your word correctly.

What will I find on the CM Home Page?

The [CM Home Page](#) summarizes the Combined Manual and contains a lot of other information. Scroll down the page to find:

1. A link to the current monthly updates (What's New) to the Combined Manual.
2. A link to the current version of the [Entire Combined Manual](#).
3. An [Archive page](#) which has links to past monthly updates as well as links to past entire Combined Manuals.
4. A link to a copy of this handout, [Tips for Using the CM](#).
5. A link to [How to read the CM](#).
6. A link to the [Guides and Handouts Page](#).
7. A link to the [Bulletins](#) web site.

How can I give feedback about the Combined Manual?

Email the Manuals Team at: Allison.M.Rice@state.mn.us