

4.0 HOW TO USE THIS MANUAL

4.1. Guidelines and Instructions

This desk manual outlines all the 'Rules, Guidelines and Instructions' of our business. As an employee, you are required to follow these rules and guidelines. You should read this document in its entirety and follow these guidelines in your daily work.

4.2. Search Function

This document allows you to easily locate the relevant information required while working with **Company**. These commands apply to Microsoft Word only.

Use **CTRL + F** to find a topic within this document.

4.3. Links

Links are shown throughout this document that allow direct opening of related documents or programs. Use **CTRL + click** to follow the links.

CTRL + click can also be used on the Table of Contents pages numbers to jump straight to the relevant page.

4.4. Updates To Manual

If you observe information that is out of date in this Desk Manual, do not hesitate to notify your Manager so it can be made current. The quality of this manual is a team effort and is a foundation of what we do each day.

Sample Training Manual Front Desk

Ensheng Dong



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