

WHERE TO FIND IT

Help → County Examiner

Help → On-Line Manual

EXPLAIN THE DIFFERENCE BETWEEN THE TWO MANUALS

Examiner Manual: This is where you find the policy and guidelines of our business rules. The Examiner's Manual breaks down the Iowa Code and Admin Rules and lays out the process so our staff can easily read it and reference it for support and guidance.

On-line Manual: This is what you use to figure out what buttons to push in ARTs to process the application correctly. Some of the documents go into detail about what it is and why we need to do it a certain way (like the Fed Med and VLS).

ON-LINE MANUAL OVERVIEW

Open and touch on the different training guides in the dropdown.

VLS Training guide, Scanning, RCDL updates, SPEXs, etc.

SEARCHING IN THE EXAMINER'S MANUAL

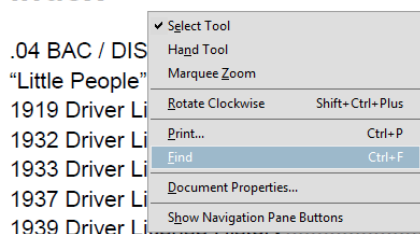
Index: The Index is not updated to the correct page numbers nor do the hyperlinks work. However, it is a good tool to use when you aren't sure which section to start looking for your answer.

Find Feature: Using the Find feature in a .pdf document is the easiest way to find something.

REMINDER: The most accurate and current information will be found electronically in the ARTs Help Menu. Please destroy any paper copies as they are only valid the minute you print them.

- Load the document → right click inside the document → click on Find

Index



- This will put a box in the upper right hand corner of the document and this is where you can type in your 'search word' and click Next. These same steps apply when you are in the actual section, as well.



