
Policies and Procedures
Installation and User's Guide

About the author

Miles Hutchinson is a Certified Public Accountant with over 23 years' experience in the fields of finance, accounting, taxation, communications and training. He has written policies and procedures for companies ranging from local government to banking, churches to small start-up companies, and railroads to Fortune 200 companies. All of the information in your new software was developed at great expense in time and money and with a genuine concern for each of you as you face the challenge of developing policies and procedures for your company. We realize that you have precious little time to dedicate to this project. We also appreciate your dedication to doing a high quality job for your employer in everything you do. We encourage you to take the time to study the **Summary** file and this manual from cover to cover as a first step to discovering the tasks and responsibilities associated with this project. The **Summary** file presents a very good brief of the concepts required for developing solid workable policies and procedures. Please read it along with this manual.

A word to the user

Remember, it is much easier to edit than to create. That is the purpose of providing you with this package of tools. We're sure you will find the many valuable tools we have put at your disposal will help you produce more solid, understandable and workable policies and procedures. With this package, you will do the job faster and with more confidence about the development process. You will also have much more confidence in your finished product.

Don't expect to use all of the information provided here right away. As in most software, it takes many uses to gain the full potential of the resource. Keep working with it. Keep exploring. If you need something that does not appear to be available in this package, give us a call. We are working on additional policies and procedures constantly and we welcome your suggestions.

A note about references to other software

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This manual describes the installation and use of the copyrighted software. Said software is licensed to the End User for use only in strict accordance with the End User Program License Agreement. Licensee is advised to read the End User Program License Agreement carefully before commencing use of the product.

Credits

Supreme thanks to my family—Suzanne, Kent and Tom—for their support and sacrifices that allow this project to exist and continue to grow. I love you very much. Above all, thanks to God from whom I received the talents to assemble this knowledge for your use.

Introduction:

About This Manual

Overview

This manual gives you all the information you will need to install and use Policies and Procedures (POLYPROC™ for short). It will help you get running so you can start assembling complete policies and procedures for your company.

POLYPROC consists of an assemblage of a number of data files containing information you can use to quickly develop policies and procedures that should exist in any business. Since POLYPROC only contains data files, you must have word processor and spreadsheet software currently installed on your computer to use this software.

The manual uses references to Microsoft Word and Microsoft Excel. All screens displayed in the manual are of Microsoft Word. Even if an example in this manual refers to a different word processor or spreadsheet software from what you are using, the procedure being described will be very similar.

Once you have installed POLYPROC, you can add additional products to your system. Most products are similar to this one. This means they will all require you to have a word processor and a spreadsheet software currently installed on your computer to use them. When installing a second or subsequent POLYPROC product, they will install into the same directory that this product installed into.

POLYPROC allows you to reference the files provided and to edit those files to fit your company's needs. You can copy text from these files to the system clipboard and insert it into the provided template files or other documents created by you in your word processor software. In addition, you may develop completely new policies and procedures on the provided template file and print all or any part of any file.

Thank you for purchasing POLYPROC. If this is your first product purchase from us, or if it is your sixth, we feel certain you will find it a helpful tool in meeting the demands of your project.

Manual Conventions

There are a few conventions used throughout this manual to help you use and identify POLYPROC features and functions.

Key Names

The names of keys found on your keyboard are enclosed in square brackets ([and]) in a bold Times Roman typeface:

[Esc] , [Enter] , [Ctrl] , [Alt]

Key Combinations

A plus sign (+) between two or more key names means that you must press those keys **at the same time**:

[Ctrl] + [Insert]

means press [Ctrl] and [Insert] simultaneously.

Alt Key

Use the [Alt] key in combination with the underlined letter of the menu item if you wish to use key strokes rather than the mouse. Review your *word processing* software documentation for additional guidance.

Typographic Conventions

Buttons, icons, and menu choices that you click on appear in bold typeface, such as “Click on the **Print** button.” Menu selections use a vertical bar (|) between the levels, such as **File|Exit**.

Note the underlined letters designate the keyboard alternative to the mouse when accessing the menus in Windows. To use the keyboard alternative first depress the [Alt] key + the letter

designated by the underlining, such as [Alt] + F to invoke the **F** menu option.

Commands that you type appear in a bold typeface:

install

Related Manuals

The Microsoft Windows User's Guide explains all of the operations you can do with Windows. You should know the basics of using Windows and your *word processor* before you start working with POLYPROC.

Getting in Touch with Us

For product information, sales, or technical support, you can write, e-mail or call.

Our Address is:

POLYPROC
c/o Miles Hutchinson, CPA
10308 Nieman Rd.
Overland Park, Kansas 66214-3003

Please address your correspondence to the appropriate department (e.g. Sales, Support, Billing, etc.).

Our Email address is Polyproc@Juno.com. We respond to Emails within one business day.

Our telephone number is (913)888-9472 or (866)688-9472. We return all calls within one business day.

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