

- 1 From the app Dashboard, click this symbol to open the left hand menu:



Today's Schedule



Test Test

11:40 - 20:00

Clocked in at 15-Jun 11:35
(02:02:25)

To-Do List (0)

Clock Out

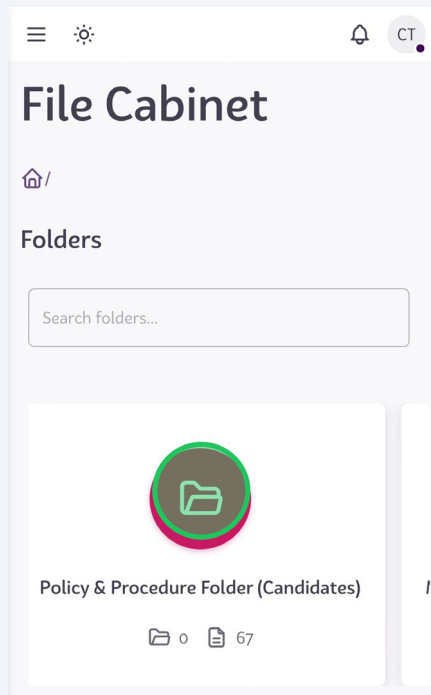
More Actions ▼

2 From the left hand menu, click "File Cabinet":

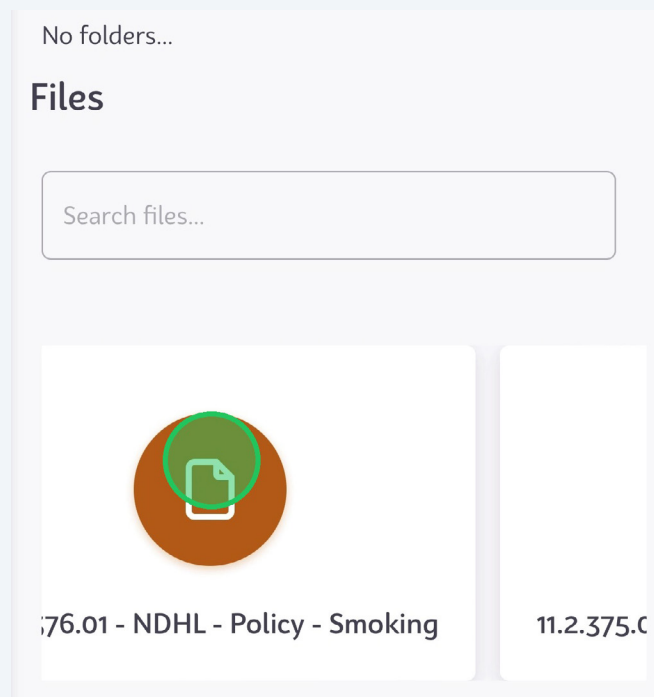
-  My Messages
-  My Noticeboard
-  My Letters
-  My Forms
-  File Cabinet
-  Training Videos
- TEST TEST OPTIONS
-  Client Details
-  Client Forms

Clock Out

- 3 Click "Policy & Procedure Folder (Candidates)":



- 4 Click the policy document to be viewed:



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Use the Zoom buttons to optimize the view, and scroll to read the document while in the app:

