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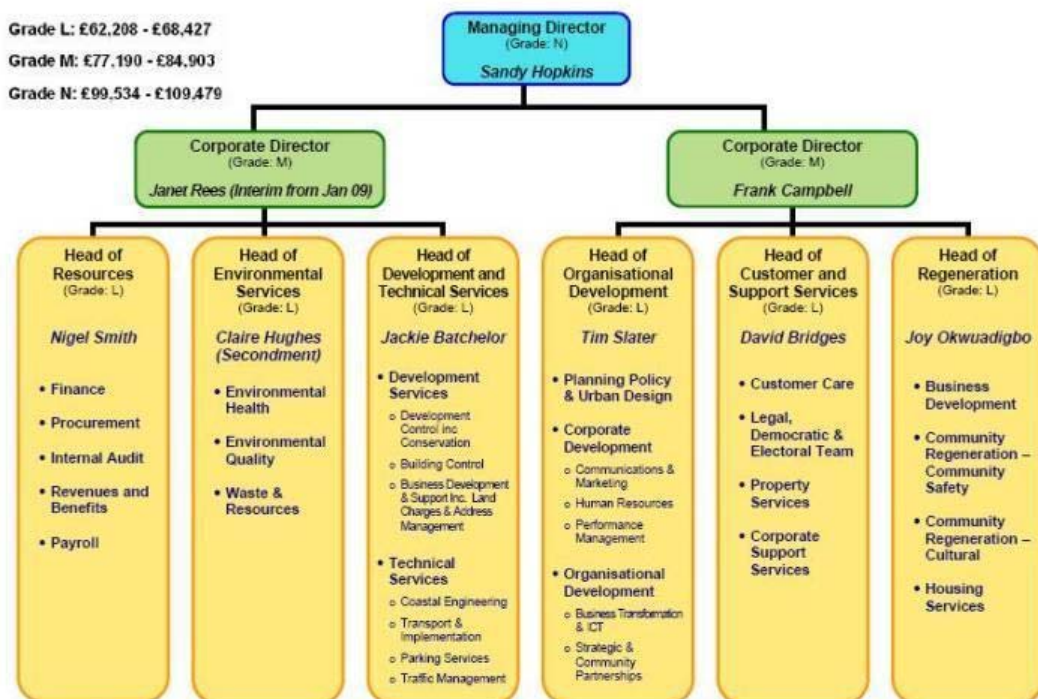
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Introduction

We have designed this guide to help you get the most out of our downloadable structure charts, giving you the information you require faster and easier.

Initial screen

Upon downloading the structure charts, the first screen you will see is the Upper Management Structure (see below). This will be set to open in full screen for ease of use (you may exit full screen mode at any time by pressing **Esc** on your keyboard). From here you may navigate to any team you wish by clicking on either the Head of Service responsible for the team or by clicking the team name directly.



Last Updated: 15 December 2008

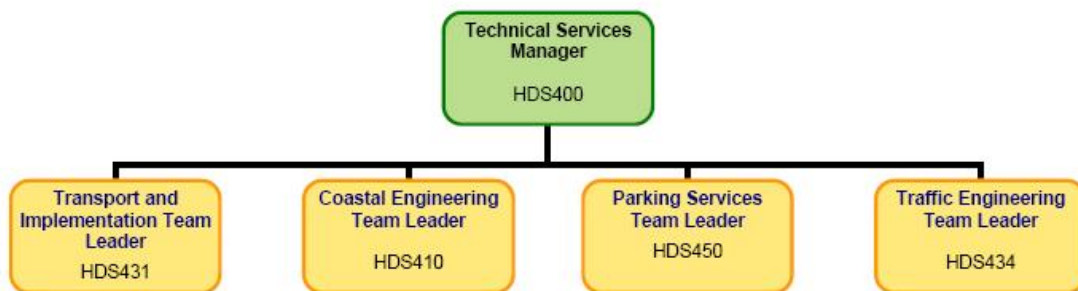
Navigating through the charts

There are several ways to navigate through the structure charts. The first is to click either the team name from the Upper Management Structure or click the Head of Service responsible (as mentioned above). Another way is to minimize the structure chart PDF (press **Esc**) and click in the find box:

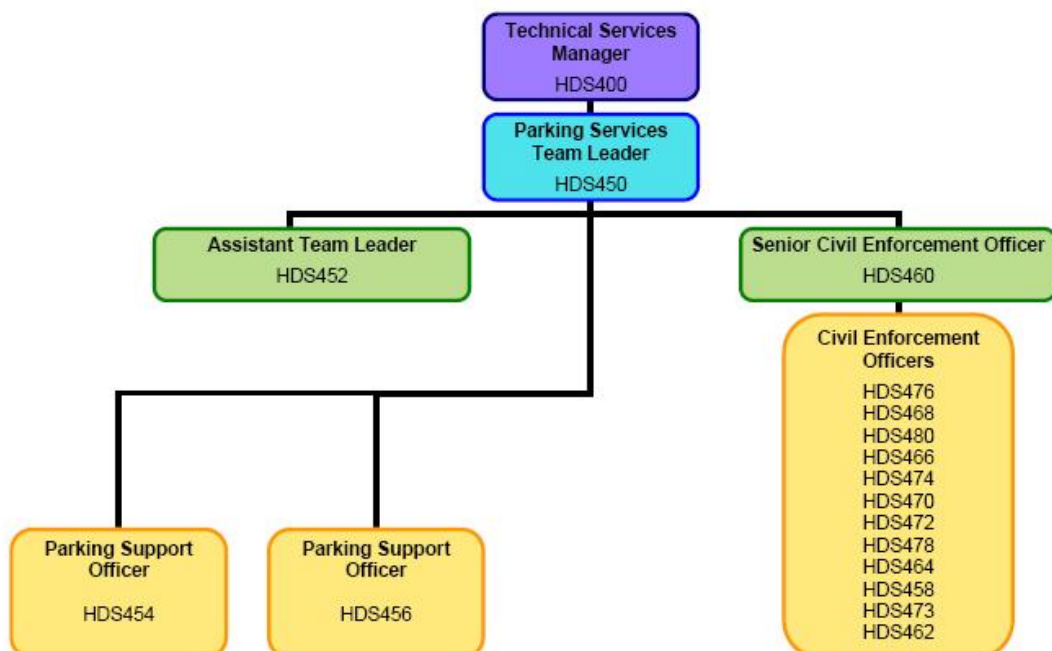


Simply type what you are looking for (eg car parking) and the search facility should take you to the relevant chart.

It is important to note that any text which is highlighted **dark blue** rather than black is a clickable link. For example, to access the car parking structure on the chart below, simply click on **Parking Services Team Leader**:



This will automatically take you to the relevant chart, in this case, Parking Services (see below).



Technical Support

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