

Procedures, Records, and Forms - Summary of Changes for Navigating the BPPM, SPPM, EPM, and BOR

The following list is a summary of the changes made to the format of manual sections found on the new PR&F website.

Questions? Contact our office -- telephone 509-335-2005; e-mail prf.forms@wsu.edu

- All HTML pages now contain the same screenshots and images as the corresponding sections in PDF format.
- Users no longer need to log in with a WSU Network I.D. and password to view PDF files from a computer outside the WSU network.

NOTE: PDF *forms* are individually secured and require a WSU Network I.D. and password to access. An exception to this are forms available for public use.

- Users wanting to access other documents or websites via hyperlinks should view the HTML pages. PDF files now contain live links to locations *only within the same PDF document*.
- In both the HTML and PDF formats, links to other locations within the same file are identified with the subsection title rather than page number(s) where the subsection is located.
- At the top of each HTML page a link is available to the corresponding section in PDF format.
- If forms are associated with a section, links to the forms are located at the bottom of the HTML page and a link is available at the top of the HTML page that will quickly take the user to the form links at the bottom of the page. The corresponding PDF pages no longer contain links to associated forms.
- Rather than having separate Table of Contents files for the HTML and PDF formats of each manual, users may access both the HTML and PDF format of sections from one Table of Contents available in HTML format. The Table of Contents is available in PDF format for the purpose of printing only.
- Most tables included in manual sections are now searchable.