

# E-Guide to Thomas Online

## Issue Six



Welcome to issue six of the E-Guide to Thomas Online. To help you get to grips with our new website, each month this 60-second guide will spotlight one site feature, explain what it does, how to use it and what's so good about it!

**So what's new..?**

### 'Help'

This section gives you direct access to the Help File index. Here you will find the latest user guides for each section of the new Thomas Website.

### How does it work?

You can access the Help system by clicking the help button on the home page (after you log in), or by using the help icon found in the top right-hand corner of every screen. The help system contains PDF guides to navigating and successfully using each page of the website.

Use the icons in the top right of every screen to jump straight to help documents specific to the page you are viewing. To search the help system, browse the content folders on the left hand side of the screen, or click 'Index' in the top left to search by topic.

### How will it help me?

We all need a little help sometimes! The online system means help and advice are only one click away, whatever the time of day or night. Of course if you need further assistance you can speak to your consultant who will be happy to help, or contact us on 01628 475 366.

*For more advice and tips on how to get the most from our new website contact your consultant.*