





# Handbooks

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## About:

A Handbook is a tool that gives tenants the opportunity to search for general building information online via the Handbook's dynamically driven table of contents. By simply clicking on content headings, the tenant can view specific subject matter, print out forms and easily navigate the entire handbook.

By default, if you have opted for it, a **Tenant Handbook** and/ or **Fire Life and Safety Handbook** have already been created for your property upon the initial setup of your Portal. By default, the links to these handbooks as well as any other custom handbooks are automatically placed under the *Property Info* section of your Portal, however, they can be conveniently placed anywhere on your Portal for a customized navigation "feel."

