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[http://answers.microsoft.com/en-us/office/forum/office\\_2003-customize/i-would-like-to-prepare-a-procedure-manual-using-a/30f4c662-74b4-432c-bf8d-d6a65f32e415](http://answers.microsoft.com/en-us/office/forum/office_2003-customize/i-would-like-to-prepare-a-procedure-manual-using-a/30f4c662-74b4-432c-bf8d-d6a65f32e415)

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OPERATIONS. MANUAL. Project or System Name. U.S. Department of Housing and Urban Development. Month, Year Revision Sheet. Release No. Date Revision Description

[http://portal.hud.gov/hudportal/documents/huddoc?id=DOC\\_15162.doc](http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_15162.doc)

(it operations manual template) Over the past few weeks we've written up a few posts about creating an IT Operations Manual for your business.

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Administration Manual Template ( ( ( ( ( ( ( ( July 30, 2004. Health and Human Services, Office of Systems

Integration Revision History. Revision Date of Release

[http://www.bestpractices.osi.ca.gov/sysacq/documents/Administrative%20Manual%20\(3193v3\).DOC](http://www.bestpractices.osi.ca.gov/sysacq/documents/Administrative%20Manual%20(3193v3).DOC)

Step 3: Review Policies and Procedures. Software Use Policy Template (Microsoft Office Word file, 43 KB) (Microsoft Office Visio file, 264 KB)

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