

## User Guide and FAQ's

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### **Accessing the User Guide**

The User Guide is your source of “Help”. It provides you with up to date information utilizing SCPRS. There are a number of ways to view the User Guide:

- 1) Click on **User Guide** on the left side of the screen
- 2) While viewing any of the field descriptions, the User Guide is available.

Once you have accessed the User Guide, select the various sections that you want to view. You can down load the document using the links at the bottom of the screen, or simply view.

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### **FAQ's**

The Frequently Asked Questions is a great reference resource. Many of your questions have been addressed here, so it is a good idea to read through them. The FAQ's are available at <https://www.scprs.dgs.ca.gov>. The FAQ link is on the left side of the screen.

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