

AUTOMATION

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The CDF Issuance Library (comprised of 35 individual handbooks¹) has been converted to electronic form and is available via CDF's intranet (internal) web site; handbooks are also available on CDROM for those who cannot efficiently access the intranet. Automation benefits CDF staff in a variety of ways:

- enables users to conduct library-wide searches for specific information;
- provides information to users in "real time;"
- eliminates the need for staff to maintain hard copies (paper) of handbooks; and
- enables cross-referencing throughout the entire CDF Issuance Library.

R
E
V

(see next section)

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(see Forms or Forms Samples)

¹ Thirty (30) handbooks are currently online. Five are undergoing extensive revision prior to online distribution.