


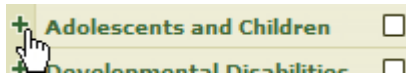
Getting started with HumanServices.net is easy.

Start by searching for a program or agency:

- a) **Type a program or agency** name into the search window

Search:  and **click** . Typing **more words** will **narrow** your results, or...

- b) **Highlight**  any of the categories below the search window. Categories can be expanded further by **clicking** the plus sign to the left of the category.



Ways to sort your results:

The results of your search will automatically sort alphabetically by **Program name**.

You can also:

- a) Sort alphabetically by **Provider** by **clicking** the column , or...

- b) Sort by the **distance** from a specific area by **clicking** Choose Location .

From here you will be able to select a **County** followed by a **Township**.

Users in the city of Pittsburgh can also choose a **Neighborhood**.

From here you can:

- a) Obtain the information about the Program or Agency that you found

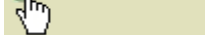
by **clicking** on its name ,

- b) **View more** of your search results by **clicking** .

These will be found at the bottom of the page below your search results,

- c) See your search results on a **Map** with icons displaying at the locations.


Click on the Map view at the top of the page , or...


- d) **Start over** by **clicking** on  at the top left of the screen.


For more advanced use of HumanServices.net

a) You can ‘Star’ items by **clicking** on the asterisk next to the programs that you would like to

separate out of your search . After highlighting these you can **click** the

box at the bottom of the screen . This will display just the results you have selected.

b) Do an **Advanced Search** by **clicking** on the  button located below the search bar in the upper left of the screen. A new window will open with a broader range of searching options. Here you can search for **individual** words or **exact phrases**. You can also narrow this search further by limiting your results to a certain **category**, **neighborhood**, **zip code** and **school district**.

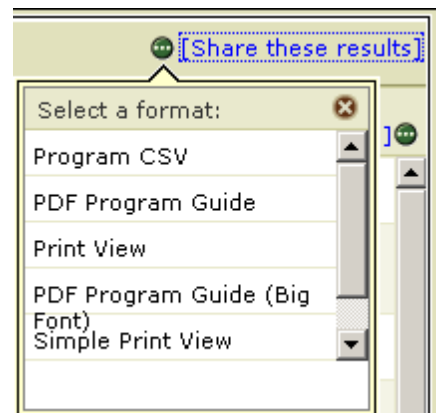
c) **Sign in** by **clicking** the  button at the top right of the screen. A new window will appear asking you to either sign in with an **existing** account or create a **new** one. After signing in, you will have the ability to suggest changes, add comments, and Publish results.

 **Click** the light bulb

to add comments or suggest changes to any program.

d) Publish your search results by **clicking** ‘Share these results.’

- Program CSV creates a delimited spreadsheet of all program and agency information in your results.
- PDF Program Guide is a print-friendly, easy to read document with details and contact information for each program in your results. The PDF Guide can easily be e-mailed or saved.
- Print View creates a print-friendly text document.
- The Big Font PDF has larger text for the sight-impaired.
- Simple Print View lists only each Program name and Description in a print-friendly format.
- The Summary CSV shows less detail than the Program CSV.



For more details about this information please click on the links below:

- 1) **Checking your Agency’s listings:** <http://www.3rc.org/agency.pdf>
- 2) **Hints and Tips:** <http://www.3rc.org/overview.pdf>
- 3) **What does searching really do:** <http://www.3rc.org/searching.pdf>