

Robert Trachtenberg, Hearings and Rules Unit  
Manager

**Number:** SS-IM-12-026

**Authorized Signature**

**Issue Date:** 06/15/2012

**Topic:** Other

**Subject:** Change in DHS Family Services Manual (FSM) search function

**Applies to (check all that apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> All DHS employees                        | <input type="checkbox"/> County Mental Health Directors                  |
| <input checked="" type="checkbox"/> Area Agencies on Aging        | <input type="checkbox"/> Health Services                                 |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers               | <input type="checkbox"/> Other (please specify):                         |

**Message:**

The “Find in Page,” search function in the FSM chapter Web pages is currently not working and will be removed from FSM Web pages in the future.

The Service Desk requests that users access the search function of the Web browser when searching for terms in the FSM by following the steps below:

*From within FSM chapters:*

1. Click the Edit tab at the top of the page;
2. Click on the “Find (on This Page)” selection at the bottom of the drop-down menu.
3. Enter words or terms you wish to search for into the “Find what:” field.
4. Click the “Find Next” button.

Optionally, Ctrl+F can be used to open the “Find (on This Page)” selection box, then users can follow steps 3. and 4. above.

*If you have any questions about this information, contact:*

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