



SUPERVISOR'S TOOLKIT

FOR INTERNAL USE ONLY

OVERVIEW/PURPOSE

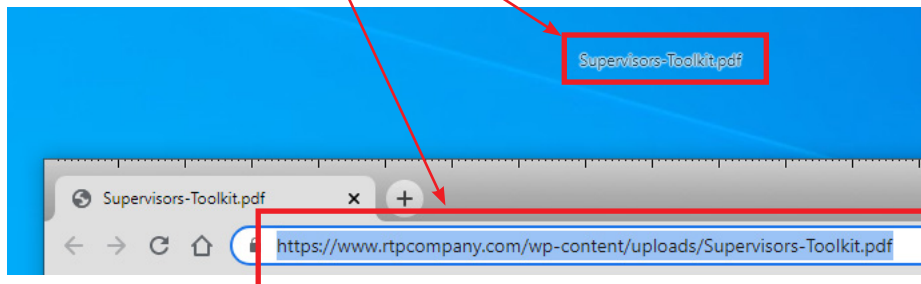
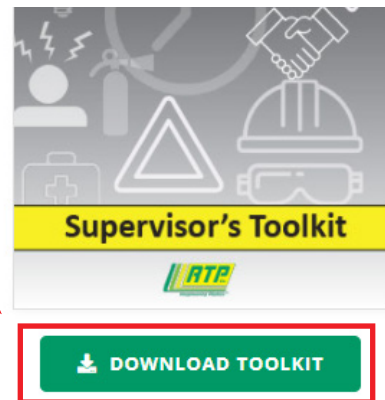
RTP Company's Supervisor's Toolkit is intended to provide its supervisors the tools needed to effectively oversee employees.

1. VISIT [HTTPS://WWW.RTPCOMPANY.COM/SUPERVISORS-TOOLKIT/](https://www.rtpcompany.com/supervisors-toolkit/)

To access the Supervisor's Toolkit, click the link above. You may also access this link under the "[Human Resources](#)" section on the intranet.

2. CREATING A SUPERVISOR'S TOOLKIT SHORTCUT ON YOUR PC

- a. Click on the "Download Toolkit" button. The Supervisor's Toolkit pdf will open in a new browser window.
- b. Resize your Web browser so you can see the browser and your desktop in the same screen.
- c. Highlight the address (drag it over) and then drag it onto your desktop.

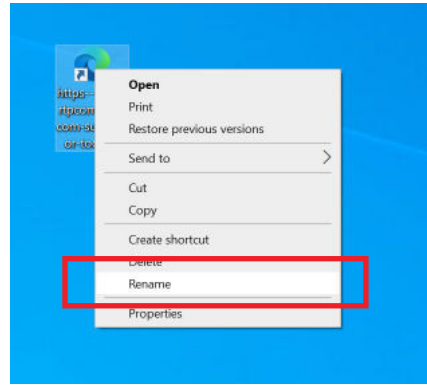


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TELEPHONE:	U.S.A. +1 507-454-6900	SOUTH AMERICA +55 11 4193-8772	MEXICO +52 81 8134-0403	EUROPE +33 380-253-000	SINGAPORE +65 6863-6580	CHINA +86 512-6283-8383	Wiman Corporation +1 320-259-2554	ESP™ +1 800-432-2386
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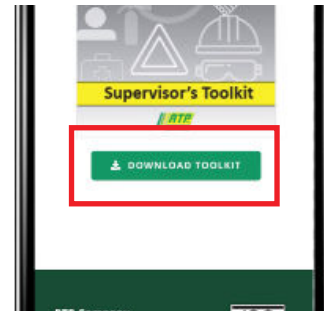


- d.** After creating the shortcut you can right-click on the icon and select “Rename” to edit the text description.

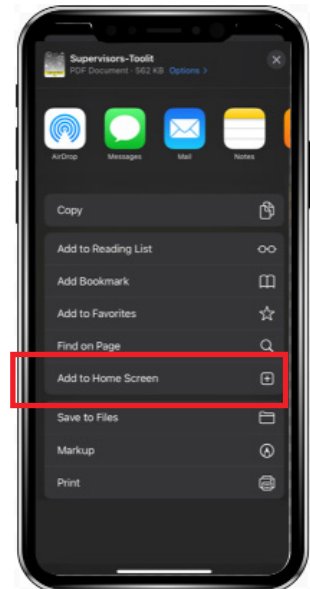


3. CREATING A SUPERVISOR'S TOOLKIT SHORTCUT ON YOUR IPHONE

- a.** Revisit step #1 of this document.
- b.** Click on the “Download Toolkit” button. The Supervisor’s Toolkit pdf will open in a new browser window.
- c.** Tap the Share icon (the square with an arrow pointing out of it) at the bottom of the screen.

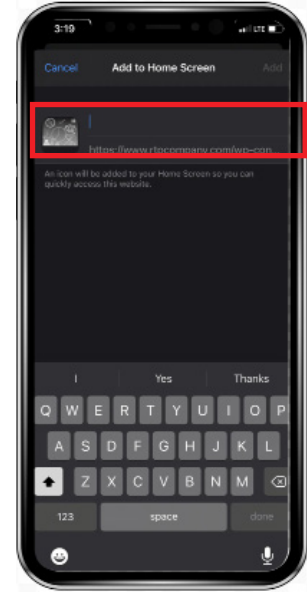
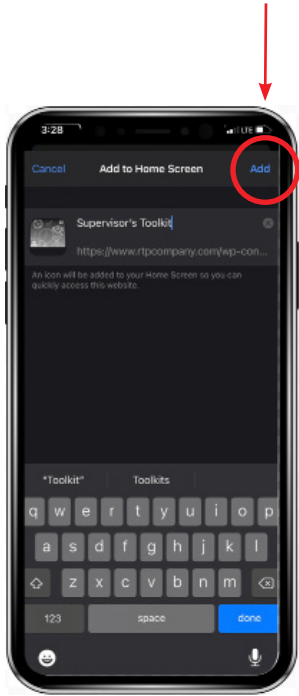


- d.** Scroll down to the list of actions and tap “Add to Home Screen”.



e. Type a name for your site link. This will be the title that appears beneath its icon on your Home screen.

f. Click “Add” in the top-right corner of the screen.

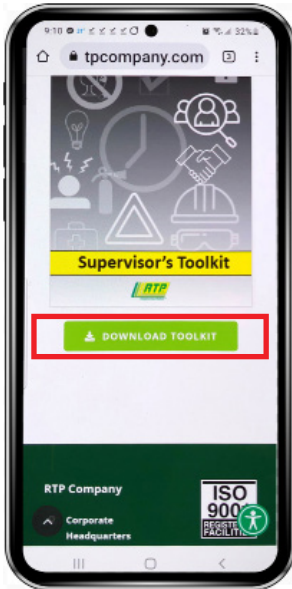


g. Your new “app” will appear in the next available space on your device’s Home screen.

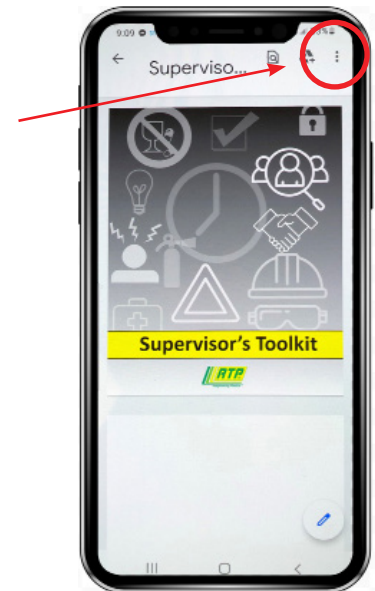


4. CREATING A SUPERVISOR'S TOOLKIT SHORTCUT ON YOUR ANDROID PHONE

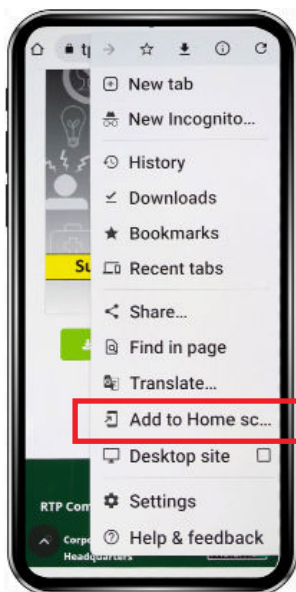
- a. Revisit step #1 of this document.
- b. Click on the "Download Toolkit" button. The Supervisor's Toolkit pdf will open in a new browser window.



- c. Tap the menu icon (3 dots in upper right-hand corner).



- d. Tap Add to homescreen.

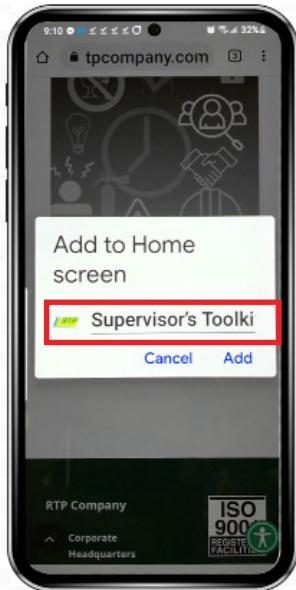


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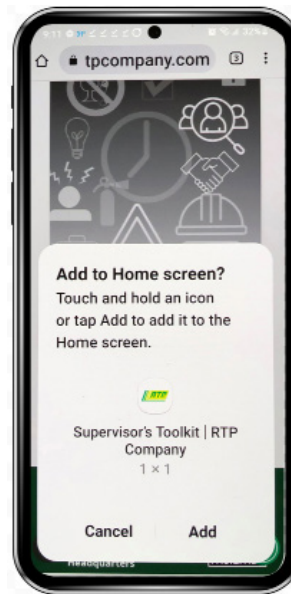
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- e Choose a name for the shortcut (or leave the default one).



- f Tap on the Add button. That's it!



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