

Chapter 1

Introduction

WELCOME TO COMPLIANCE OFFICER'S MANAGEMENT MANUAL ON CD

Sheshunoff Compliance Officer's Management Manual with Laws and Regulations on CD gives you a fast, easy way to answer your compliance questions. The information is in a format called an "infobase." An infobase is similar to a database, a collection of information on a computer. The advantage of the infobase format is that related elements are linked to one another using "jump links," which appear in various colors and are usually underlined in the text. Clicking on a jump link takes you to related discussions or supporting documentation.

Sheshunoff uses Folio VIEWS[®] software to produce the CD in a Windows[®] format.

ABOUT COMPLIANCE OFFICER'S MANAGEMENT MANUAL ON CD

Compliance Officer's Management Manual on CD includes the following elements:

What's New in This Release

- New in This Release.* This feature alerts you to what's changed with each update and links you directly to the updated information.
- About the Authors and Contributors.* This section provides brief descriptions of contributing authors.
- About Sheshunoff Information Services.* This section provides a brief description about the publisher of this product.

Compliance Officer's Management

- Compliance Officer's Management Manual.* This comprehensive compliance manual includes all the consumer regulations in a practical format, including each regulation's purpose, requirements, exemptions, and liabilities for noncompliance; detailed coverage of compliance responsibilities by function; examples illustrating complex regulations; sample job descriptions, audit procedures, and training guidelines that can be easily customized; and sample forms and reports you can tailor to your needs. Predefined links that appear as highlighted text allow you to jump from the expert analysis to the actual section of the relevant law or regulation.

Special Reports

- Special Reports.* These reports provide insight from Sheshunoff experts on hot topics as they develop.

USC

- *United States Code (USC)*. The USC is updated routinely to include new laws and modifications to existing laws. USC and CFR citations are linked throughout the infobase. The following titles are included in the USC:
 - 5 USC Government Organization and Employees
 - 7 USC Agriculture
 - 12 USC Banks and Banking
 - 15 USC Commerce and Trade
 - 29 USC Labor
 - 31 USC Money and Finance
 - 33 USC Navigation and Navigable Waters
 - 42 USC The Public Health and Welfare
 - 50 USC War and National Defense
 - Public Laws

CFR

- *Code of Federal Regulations (CFR)*. The CFR is updated routinely to include new regulations and modifications to existing rules once they become effective. CFR and USC citations are linked throughout the infobase. Where modifications are made, the Federal Register dates are provided and linked to give you quick access to the text of Federal Register articles. The following titles are included in the CFR:
 - 12 CFR Banks and Banking
 - 16 CFR Commercial Practices
 - 17 CFR Commodities and Security Exchanges
 - 24 CFR Housing and Urban Development
 - 28 CFR Judicial Administration
 - 29 CFR Labor (OSHA)
 - 31 CFR Money and Finance, Treasury
 - 47 CFR Telecommunication

User Guide

- *User Guide*. Instructions from this user guide are included on the CD.

ABOUT THE USER GUIDE

This user guide is divided into six chapters and an appendix:

Chapter 1 — Introduction describes Compliance Officer's Management Manual on CD, how to use the user guide, and how to get technical assistance if you need it.

Chapter 2 — Getting Started explains the system requirements needed to run the CD, how to install the CD, and how to start using the CD after installation.

Chapter 3 — The Basics covers the fundamentals of the software, terms and concepts, the three basic windows, and how to navigate through the infobases.

Chapter 4 — How to Search explains how to conduct and modify a search, how to view search results, and how to use advanced search features and techniques.

Chapter 5 — Printing outlines how to identify text for printing, how to print, and how to move text into your own word processing program.

Chapter 6 — Customizing Compliance Officer's Management Manual on CD describes how to use shadow files and how to insert notes, highlighters, and bookmarks into shadow files.

Appendix A — Glossary defines terms used in this user guide.

CONVENTIONS

The use of typeface conventions in the user guide helps make it easier to use and understand:

- The first letter in menu options, commands, windows, and buttons is capitalized. For example: Click on the Advanced Query button on the toolbar.
- The plus sign (+) combined with key names indicates commands that require you to hold down one key, then press another key at the same time. For example: Ctrl+P.

PRODUCT SUPPORT HELP LINE

Technical support is included in your subscription, at no additional charge. If you need help installing or using Compliance Officer's Management Manual on CD, please call the technical support staff at:

1-800-456-2340

You may also e-mail us at propubs.support@sheshunoff.com.