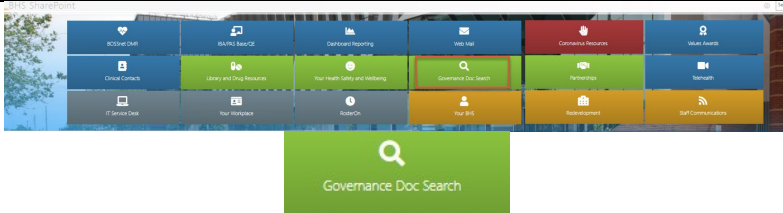


# How To Guide – GovDocs Manager 2.0



## GovDoc Upgrade

The IT Dept along with the CSI team have been working on an upgrade of the current Governance Documentation Management System (GDMS) which includes both the gov docs search page and the Gov doc Manager new document development and review system.

This upgrade came about due to the cessation of the Adobe Flash Player platform by 31st December this year so we have taken the opportunity to include some system enhancements such as when you click on the Gov Doc Manager Tab you will go straight to the Dashboard of the GDMS, note the layout of both the upgraded Gov Docs search page and Manager system are similar in functionality and process.

Launch GovDoc Search V2 (Requires Chrome/MS Edge).

1

Go to **Intranet/SharePoint**

Click on **Governance Doc Search** button

Click on **Launch GovDoc Search V2**

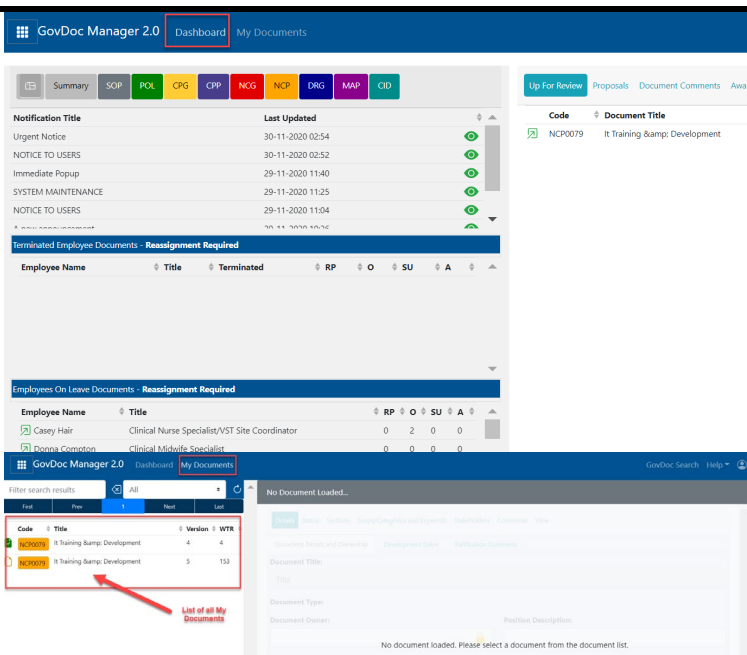
(automatically direct you into to Chrome or Edge browser)



2

From **GovDoc Search** you can open **GovDoc Manager**

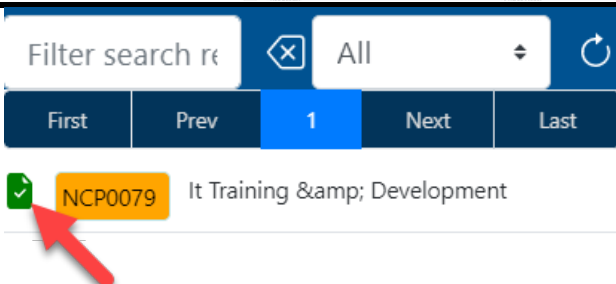
Click on **GovDoc Manager Tab**



3

Click on **Dashboard Tab**

Click on **My Documents Tab**



4

To work on an individual GovDoc

If you have many – please use the search by – eg.

4 Keyword or code

Go to **My Documents Tab** and then

Select your document by clicking on **edit icon** –

The screenshot shows the 'Details' tab of a document titled 'It Training & Development (Version 4)'. The form includes fields for Document Title, Document Type (Non Clinical Protocol), Document Owner, Position Description, Program, Super User, Master Document, and Regulatory Authority. At the bottom, the 'Create New Version' button is highlighted with a red box, and a red arrow points to it.

5

Click on **Create New Version** at the bottom on the screen – (new draft GovDoc will be already be in developed mode.)

The screenshot shows the 'Overall - Document View'. On the left, there is a table of documents. On the right, the details of a selected document are shown.

Code	Title	Version	WTR
SECRETARY	It Training & Development	4	4
MCROOTS	It Training & Development	5	153

The details on the right show the document title 'It Training & Development' and the document type 'Non Clinical Protocol'.

6

Overall - Document View

LHS is the list GovDocs

**A. Click on the title of document**

RHS is the details of the individual GovDoc

**B. the individual GovDoc**

If you are just Stakeholder – **Go to 12.**

The screenshot shows the 'Details' tab of a document. The sub-tabs are: Details, Status, Sections, Scope/Categories and Keywords, Stakeholders, and Comments.

7

Your new version on your document –

Has many tabs

Details – Review all the details in this section

Stakeholders – where you add the stakeholder of the Gov Doc

View – where you view the entire document (scroll up & down)

**Scope/Categories and Keyword – mandatory sections**

Comments – where the stakeholder comments are recorded

- Details
- Status
- Sections
- Scope/Categories and Keywords
- Stakeholders
- Comments
- View

Just click on the heading to go from one to another

Details	Status	Sections	Scope/Categories and Keywords	Stakeholders	Comments	View
My Document Roles		Document Status		Document Checklist		
Author	✓	Construction	✗	Mandatory Sections Complete	✓	
SuperUser	✗	Open For Comment	✗	Comments Completed	✓	
Stakeholder	✗	Closed For Comment	✓	Scope Assigned	✓	
Document Owner	✓	Draft Completed	✓	Categories Assigned	✓	
Responsible Person	✗	Document Ratified		Keywords Entered	✓	
Ratifier	✗	Document Live	✓	Master Document Specified	✓	
System Admin	✓	Document Retired	✗	Sufficient Stakeholder Comments	✓	

8

### Status Tab – Checklist

Last column shows the document checklist – all must be tick green to enable the GovDoc to be ratified and published

NCP0131 Governance Documentation. (Version 11)

Details Status Sections Scope/Categories and Keywords Stakeholders Comments View

Document Details and Ownership Development Dates Ratification Comments Ratification

Document Title:

Governance Documentation.

Document Type:

Non Clinical Protocol

9

### Working on your individual GovDoc

Details – Document Details, Ownership and Development Dates

Please remember to save details on each tab – if not save your work will be lost

NCP0131 Governance Documentation. (Version 11)

Details Status Sections Scope/Categories and Keywords Stakeholders Comments View

Document Details and Ownership Development Dates Ratification Comments Ratification

Draft Target:

Sunday, September 6, 2020

Open For Comments:

Tuesday, September 1, 2020

Save Details

NCP0131 Governance Documentation. (Version 12)

Details Status Sections Scope/Categories and Keywords Stakeholders Comments View

Sections

Section : Rationale

A single sentence indicating what Ballarat Health Service employees have to follow.

Governance documentation will provide a functional structure to support staff in their various clinical and corporate roles.

To add content into Sections, drop down on the select a section tab  
And choose the section to be updated (eg. Rationale).

10

### Working on your individual GovDoc

**Section Tab** – to move between the sections go to the down arrow in the Section box – RHS

Please remember to save details on each tab – if not save your work will be lost

Save Details

NCP0079 It Training & Development (version 5)

Details Status Sections **Scope/Categories and Keywords** Stakeholders Comments View

Staff Scope

Admissions

All Staff

Area Scope

Information Technology

Categories

- Allied Health
- Anaesthetics
- Api Dev Test Category
- Ballarat Clinical School
- Bladder / Bowel / Continence
- Blood
- Breast Feeding
- Cardio Vascular Suite
- Cardiology

Keywords

Development

IT

Learning

Training

11

Working on your individual GovDoc

### Scope/Categories and Keywords

Go to each area and add or delete info from each drop down box

+

Development

IT

Learning

Training

-

No need to save as information is automatically saved .

Details Status Sections **Scope/Categories and Keywords** **Stakeholders** Comments View

Section Authors

Assign Author To All Assign Owner To All Document Stakeholders

Section	Author
Rationale	Jody West
Expected Objectives / Outcome	Jody West
Definitions	Jody West
Issues To Consider	Jody West
Equipment	Jody West
Detailed Steps, Procedures and Actions	Jody West
Related Documents	Jody West
References	Jody West

12

No need to save as information is automatically saved .

### Stakeholders

Select Staff

Filter search results

Name	Title	Cost Centre
------	-------	-------------

Section

0 0 Rationale

0 0 Expected Objectives / Outcome

0 0 Definitions

0 0 Issues To Consider

0 0 Equipment

0 0 Detailed Steps, Procedures and Actions

0 0 Related Documents

0 0 References

Comments

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Working on your individual GovDoc

### Comments

#### A. Select a Section


#### B. Enter your comments

Please remember to save details on each tab – if not save your work will be lost

Save Details

NCP0079 (V5) It Training & Development

Details Status Sections **Scope/Categories and Keywords** Stakeholders Comments **View**

 **Ballarat Health Services**

NON CLINICAL PROTOCOL

It Training & Development - DRAFT COPY ONLY !!

**SCOPE (Area):** Information Technology

**SCOPE (Staff):** All Staff

Printed versions of this document SHOULD NOT be considered up to date / current

**Rationale - DRAFT COPY ONLY !!**

Ballarat Health Services is committed to providing a comprehensive staff training and development progra  
the overall Learning and Development strategy for BHS

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Working on your individual GovDoc

### View