

5. How to make online comments on a Gov. doc

7. View Latest Updates in Gov Docs8. Proposed a new Document

Click on Governance Doc Search button

(automatically direct you into to Chrome or Edge

Click on Launch GovDoc Search V2

Go to Intranet/SharePoint

6. Advance Search

browser)

How To Guide – GovDocs Search 2.0

Function List

1. Open Gov. Doc App

2. & 3. Search

4. View/Open a Gov. Document

All States and All St

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).

My Sign-Ins $\,\,\,$ 2 GovDoc Search 2.0 Basic Search Gov Doc Search Page will open. C Type of Search You can search by many different Search Types Keywords Document Type Keywords - by default Enter your search text Document Scope by Staff Document Type Document Scope by Area • Document Code Staff . Document Title Δ Area Scope • Keywords Code Category Program • Title Ę Free Text Category . Search Results Free text Code 4 Title 3 How to search by Keywords A. Select Type of Search – Keyword B. Type in Keyword name eg. "Governance" *Blood 10-10-2019 C. Click on Search c 27-04-2021 0 18-09-2022 OE 16-07-2021 . Also, you can further filter the search results 0 19-12-2021 19-12-2021 D. eg. Type in "blood" into Filter search results 28-07-202 text box



11 27-04-2021 A Image: Constraint of the const	To open a searched Gov. Doc A. Click on the "open icon"
printed versions of this document BHOULD NOT be considered up to date / current porate roles. ce documentation will be clearly defined and be developed according to a set process to provide consistency in	B. The document will open
Add Comment For Document NCP0131 Governance Documentation. (Version 11) Revision Date : 27-04-2021 Comment: Enter Comment B	 How to add Online Comment to published document From the Search Results window –
	A. Click on the "edit icon" (E) B. The "Add comment Box will will open Type in your comments
Close/Cancel C Add Comm	C. Click on Add Comment

Advanced Search	Your Search Query		6 How to use Advanced Search Click on Advanced Search Tab
Statement of Principal Policy Non Clinical Guideline Clinical Practice Guideline Non Clinical Protocol Clinical Practice Protocol Drug Guideline Manuals and Plans Consumer Information	and Document Type	equals Policy 🛅	 A. In the Document Type – Select eg. "Policy" B. Click to Add to Query C. In the Query window you can see your search parameters(you can have multiple parameters – using "AND"/"OR"
• and \bigcirc or B	Add To Query	D Search	D. Click on Search

GovDoc Search 2.0		Basic Search Advance Arth Latest Updates Propose New Document Go	6
atest GovDocs Updates			V
Category			How to view Latest Updates
Clinical Practice Guideline	Bereavement Support For Families - Mental Health Services		
Clinical Practice Guideline	Pressure Injury - Staging / Classification		A Click on Latest Undate Tab
Clinical Practice Guideline	Pressure Injury Prevention And Management Planning		
Clinical Practice Guideline	Pressure Injury Risk Assessment.		B. All the published latest documents will be
Clinical Deaction Cuidalian	Chin Charb		listed



GovDoc Search 2.0	Basic Search Advanced Search Latest (A Propose New Document GovDoc Manager	8
w GovDoc Proposal		How to add "propose New Document"
exect a Program Enter The Rationale For Document - (Andrew Brisbane) Enter The Rationale For Document 1 - (Cathy Caruos-Robinson) Enter The Rationale For Document	Request Here D	A. Click on Propose New Document Tab
I - (Sue Thorpe) Acule Operations - (Sue Thorpe) Aged Operations - (Claudio Dellore) Mon UTISTE ROMCRAM - (Therains Generation)		B. Select a ProgramC. Type in "then Proposed Title"
Api Tech Production (Berning Congrego) Api Tech Program - (Damian Georgiou) BBICC - (Sue Thorpe) BBICC - (Sue Thorpe)		D. Type in "The Rationale for document Request Here"
Centre Education Training - (Denielle Beardmore)	Gubeit Haw Descent	E. Submit New Proposal