

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

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## 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 • 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: Comparison of the com	To open a searched Gov. Doc A. Click on the "open icon"
Printed versions of this document SHOULD 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 Add Comment	<b>B.</b> The document will open
C E For Document:	<b>5</b> <u>How to add Online Comment to published</u> <u>document</u> Erom the <b>Search Results</b> window –
	A. Click on the "edit icon"  B. The "Add comment Box will will open Type in your comments
Close/Cancel C Add Comme	<b>C.</b> Click on <b>Add Comment</b>

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

GovDoc Search 2.0		Basic Search Advance Ach Latest Updates Propose New Document Go	<b>A</b>
atest GovDocs Updates			V
Category	♦ Title		How to view Latest Updates
Clinical Practice Guideline	Bereavement Support For Families - Mental Health Services		
linical Practice Guideline	Pressure Injury - Staging / Classification		A. Click on Latest Update Tab
linical Practice Guideline	Pressure Injury Prevention And Management Planning		•
linical Practice Guideline	Pressure Injury Risk Assessment.		<b>B.</b> All the published latest documents will be
Tinical Deactics Cuidalina	Chin Church		listed



GovDoc Search 2.0	c Search Advanced Search Latest ( A). Propose New Document GovOoc Manager
w GovDoc Proposal	How to add "propose New Document"
- (Andrew Brisbane) - (Andrew Brisbane) - (Andrew Brisbane) - (Cathy Carsos-Robbinson) - (Cathy Cathy	A. Click on Propose New Document Ta
1 - (Sue Thorpe) Acute Operations - (Sue Thorpe) Aged Operations - (Claudio Dellore) API DEV TEST PROGRAM - (Damian Georaiou)	<ul><li>B. Select a Program</li><li>C. Type in "then Proposed Title"</li></ul>
Api Test Program - (Damian Georgiou) Api Test Program - (Damian Georgiou) BRICC - (Sue Thorpe) BRICC - (Sue Thorpe)	D. Type in "The Rationale for docume Request Here"
Centre Education Training - (Denielle Beardmore)	E. Submit New Proposal