

# How To Guide – GovDocs Search 2.0

## Function List

1. Open Gov. Doc App

2. & 3. Search

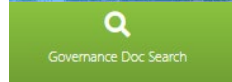
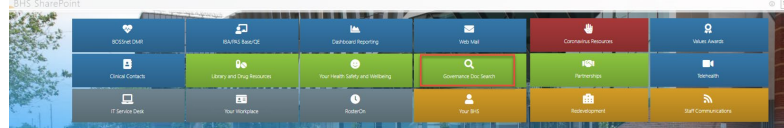
4. View/Open a Gov. Document

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

6. Advance Search

7. View Latest Updates in Gov Docs

8. Proposed a new Document



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).

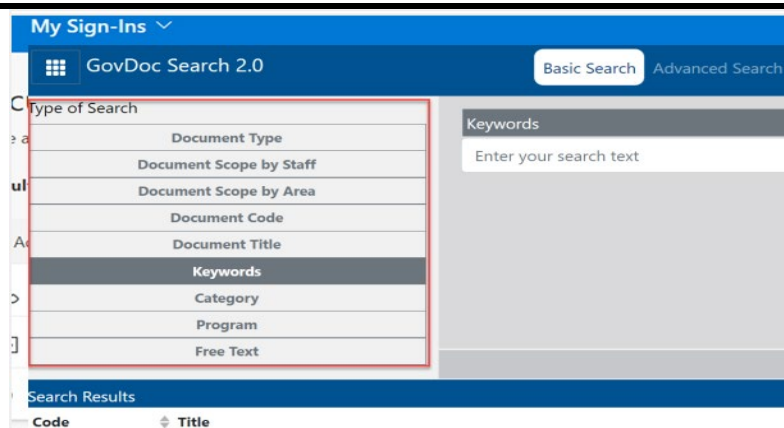
1

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)

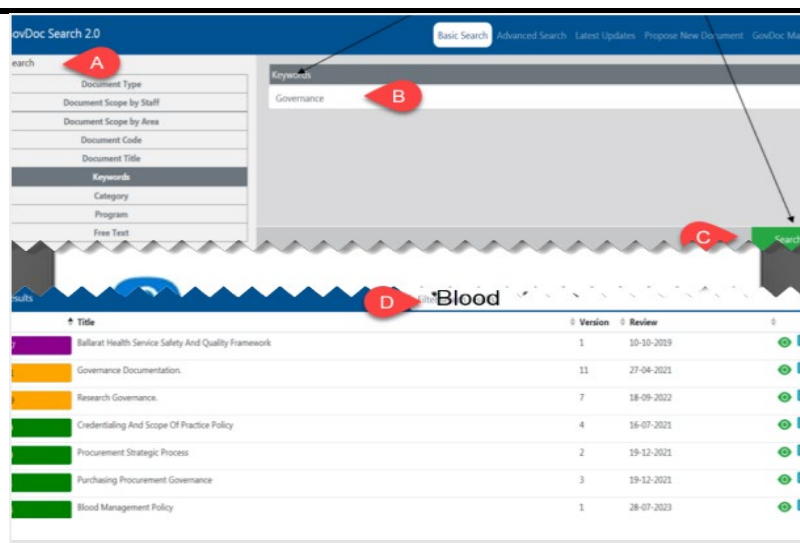


2

Gov Doc Search Page will open.

You can search by many different Search Types

- Keywords – by default
- Document Type
- Staff
- Area Scope
- Code
- Title
- Category
- Free text



3

How to search by Keywords

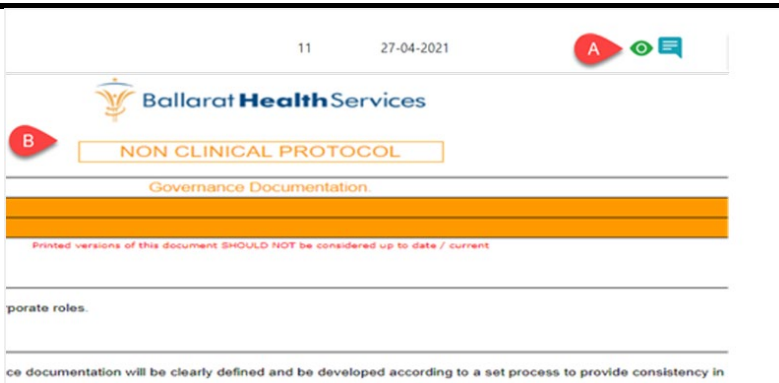
**A. Select Type** of Search – Keyword

**B. Type in** Keyword name – eg. **“Governance”**

**C. Click on** **Search** c

Also, you can further **filter the search results**

**D. eg. Type in “blood” into Filter search results text box**

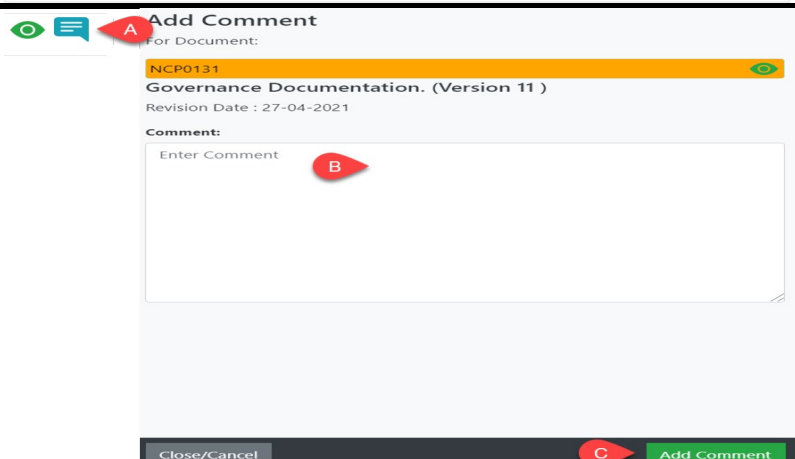


4

To open a searched Gov. Doc

A. Click on the “open icon”

B. The document will open



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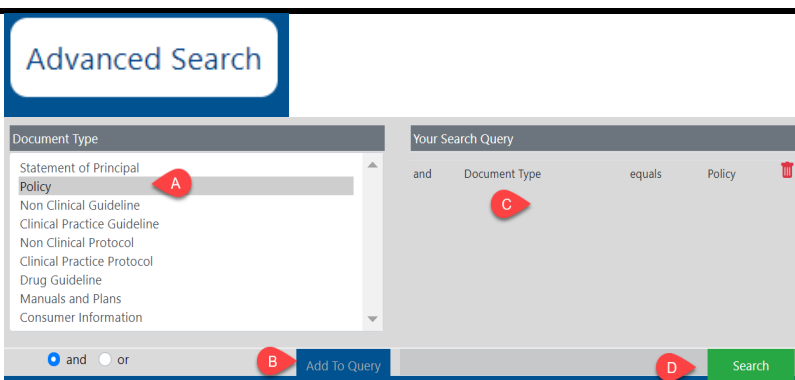
How to add Online Comment to published document

From the **Search Results** window –

A. Click on the “edit icon”

B. The “Add comment Box will will open  
Type in your comments

C. Click on **Add Comment**



6

How to use Advanced Search

Click on **Advanced Search Tab**

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”

D. Click on Search



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How to view Latest Updates

A. Click on **Latest Update Tab**

B. All the published latest documents will be listed

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### How to add "propose New Document"

**A.** Click on **Propose New Document Tab**

**B.** Select a **Program**

**C.** Type in **"then Proposed Title"**

**D.** Type in **"The Rationale for document Request Here"**

**E.** Submit **New Proposal**

... you will receive an email confirmation