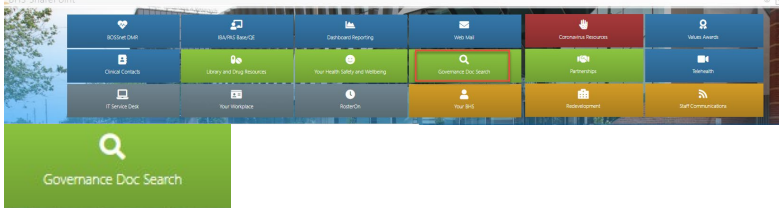


How To Guide – Online Ratification in GovDocs Manager 2.0



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)

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.

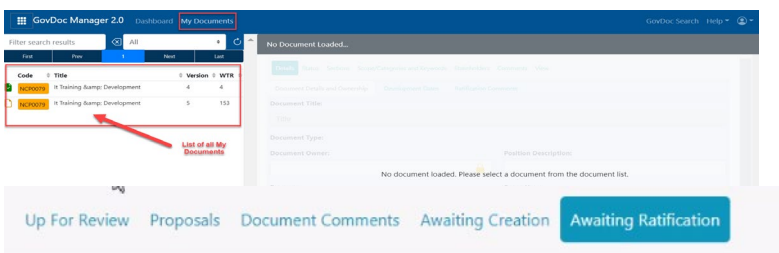
Launch GovDoc Search V2 (Requires Chrome/MS Edge).



2

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

Click on GovDoc Manager Tab



3


Click on **My Documents** Tab and then

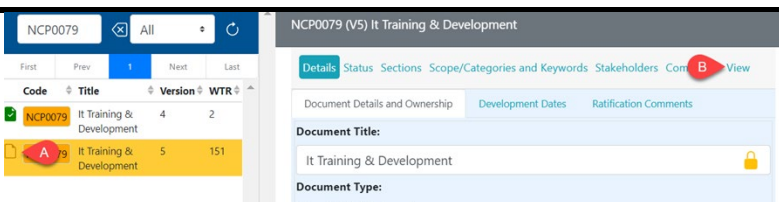
Click on **Awaiting Ratification** (RHS) screen

Up For Review Proposals Document Comments Awaiting Creation Awaiting Ratification				
Owner	Code	Document Title	Version	
Angela Turley	POL0141	Recruitment	6	
Angela Turley	POL0145	Staff Service Recognition Policy	4	
Angela Turley	POL0210	Conflict Of Interest Policy	4	
Angela Turley	SOP0005	People And Culture	3	
Ash Falla	CPP0097	Massive Transfusion	4	
Cathy Caruso-Robinson	CPP0670	Standardised Patient Ward Folders	1	
Courtney Rowe	CPP0178	Therapeutic Hypothermia Post Cardiac Arrest	4	
David Tickell	CPG0105	Child At Risk Proforma	3	
Don Garlick	MAP0010	Isolated Facilities Severe Weather Plan	4	
Fiona Strauss	CPP0581	Minimum Frequency For Physiological Observations	8	
Gayle Clark	CPP0657	Clinical Alerts	1	
Jody West	NCP0079	It Training & Development	5	
Karen Millard	CPP0004	Bladder Washout - Manual	4	
Kellie Griffin	POL0266	Telehealth Consultations At Ballarat Health Services	1	
Kerri Gordon	POL0259	Nutrition And Hydration Management	1	
Kerrie Shiell	CPP0659	Delirium Management	1	
Linda Danvers	CPP0211	Consent For Medical Treatment	10	

4

To enter ratification comment on a document

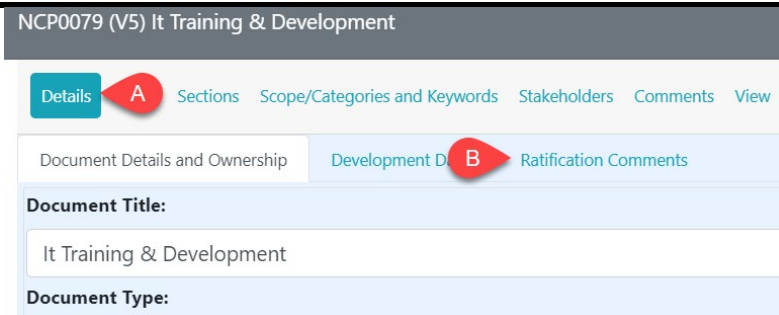
Click on this icon  on LHS of document name. Then this document will open



5

A. Click on the **latest version of document** – LHS

B. then click on **View Tab** to read the document

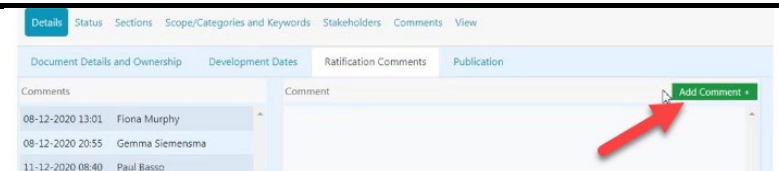


6

To make Ratification Comments

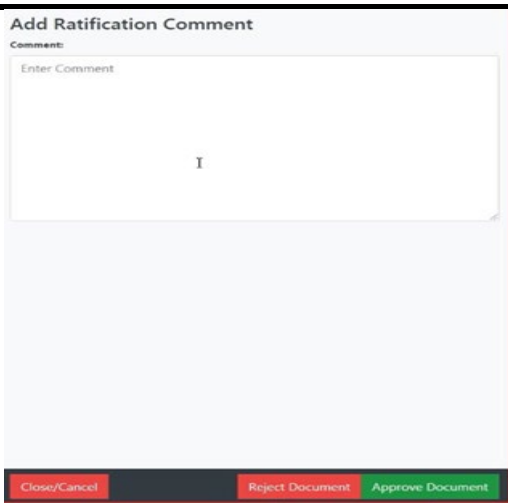
A. Click on **Details Tab**

B. Click on **Ratification comments**



7

Click on **Add Comment**



8

Type your comments and then

Click on **Approve/Reject Document**



9

To see other comments

Click on the **comment** in the list