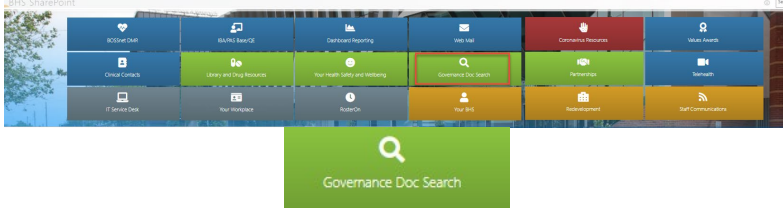


How To Guide –Stakeholders in GovDocs Manager 2.0



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**

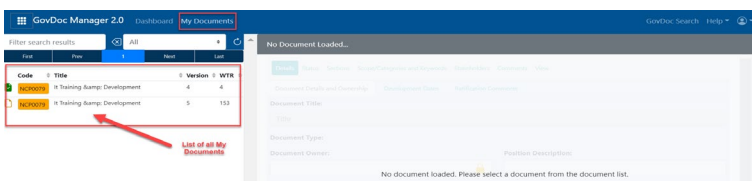
(automatically direct you into to Chrome or Edge browser)



2

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

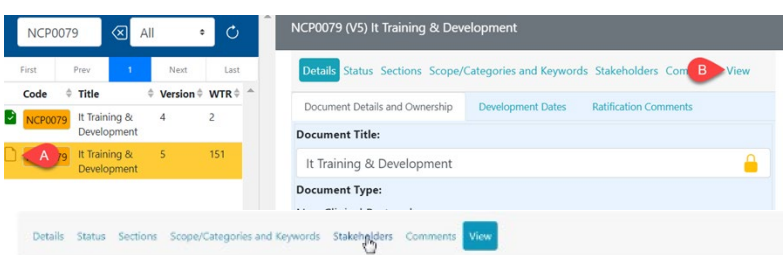
Click on **GovDoc Manager** Tab



3

Click on **My Documents** Tab and then

Click on **document title** you wish to make a comment on – as an invited stakeholder



4

A. Click on the **document** – LHS

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




















CLINICAL PRACTICE GUIDELINE

DRAFT COPY ONLY !!

SCOPE (Area): Cardiovascular Suite

SCOPE (Staff): Medical, Nursing

Details	Status	Sections	Scope/Categories and Keywords	Stakeholders	Comments	View
Section Authors			Assign Author To All Assign Owner To All		Document Stakeholders Stakeholder +	
Section	Author					
Rationale	Allington Gono		Merrilyn White			
Expected Objectives / Outcome	Allington Gono		Sarah Jamison-Jones			
Definitions	Allington Gono		Kate Smith			
Persons Affected / Responsibility	Allington Gono		Ernesto Oqueli Flores			
Issues To Consider	Allington Gono		Francine Carey			
Management / Guideline	Allington Gono		Rodney Lewis			
Related Documents	Allington Gono		Rachelle Elliot			
References	Allington Gono		Tania Harrison			
			Rebecca Taylor			

5

To make a comment on the document
Click on the Stakeholders Tab – to make sure your name appear

Details

Status

Sections

Scope/Categories and Keywords

Stakeholders

Comments

View

Section

Section

1

Rationale

0

Expected Objectives / Outcome

0

Definitions

0

Persons Affected / Responsibility

6

Issues To Consider

Comment

Add Comment For Section

6

Click on the Comment Tab
A. Click on the section name
B. Click on Add comment for section

Add Comment

Comment:

Enter Comment

Close/Cancel Save

7

Type in your comment
Then **Click on Save**

Details	Status	Sections	Scope/Categories and Keywords	Stakeholders	Comments	View
Section				Comment		
<div> <div></div> <div></div> <div></div> <div>Section</div> </div>				<div>Add Comment For Section</div>		
2	1	Rationale				
0	0	Expected Objectives / Outcome				
0	0	Definitions				
0	0	Persons Affected / Responsibility				
6	6	Issues To Consider				
2	2	Management / Guideline				
0	0	Related Documents				
1	1	References				
Comments						
30-09-2019 09:01	Aino Thelsen					
18-09-2019 12:33	Rodney Lewis					

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See previously saved comments