



DOCUMENT GOVERNANCE

Document Review

CIM Applications

User manual for the CIM Document Management System V1.

Ricky Relouw
Info@cimapplications.com.au

Note: CIM – Can be customised for your organisation. E.g., Logos, Categories, Subcategories, and many user options, can be customised according to your Organisation's requirements.

User Manual Contents

Login Page	2
Home Page	3
“Main Menu” – Functions.....	4
Reviewing a Document	5
Document Review: (Pt 1)	6
Document Review: (Pt 2)	7
Review Document – TAB.....	8
View all comments.....	9
Review the document.....	9
Print the Document	9
View all the people who have approved the document	10
Print out all the comments	11

Login Page

Login page:

1. Enter – Email address

The screenshot shows a web browser window with the URL <https://onapplications-onspdocs.cloud.alphafwk.com>. The page displays the Nazareth Care Australasia logo, which consists of a cross with a figure inside. Below the logo is the text "Nazareth Care Australasia". The login form contains the following elements:

- Email Address: melouw13@gmail.com
- Password: [Masked]
- Login button
- Clear button
- Change Your Password link

At the bottom of the page, it says "Nazareth Care - Intranet". A blue arrow points from the instruction "1. Enter – Email address" to the email input field.

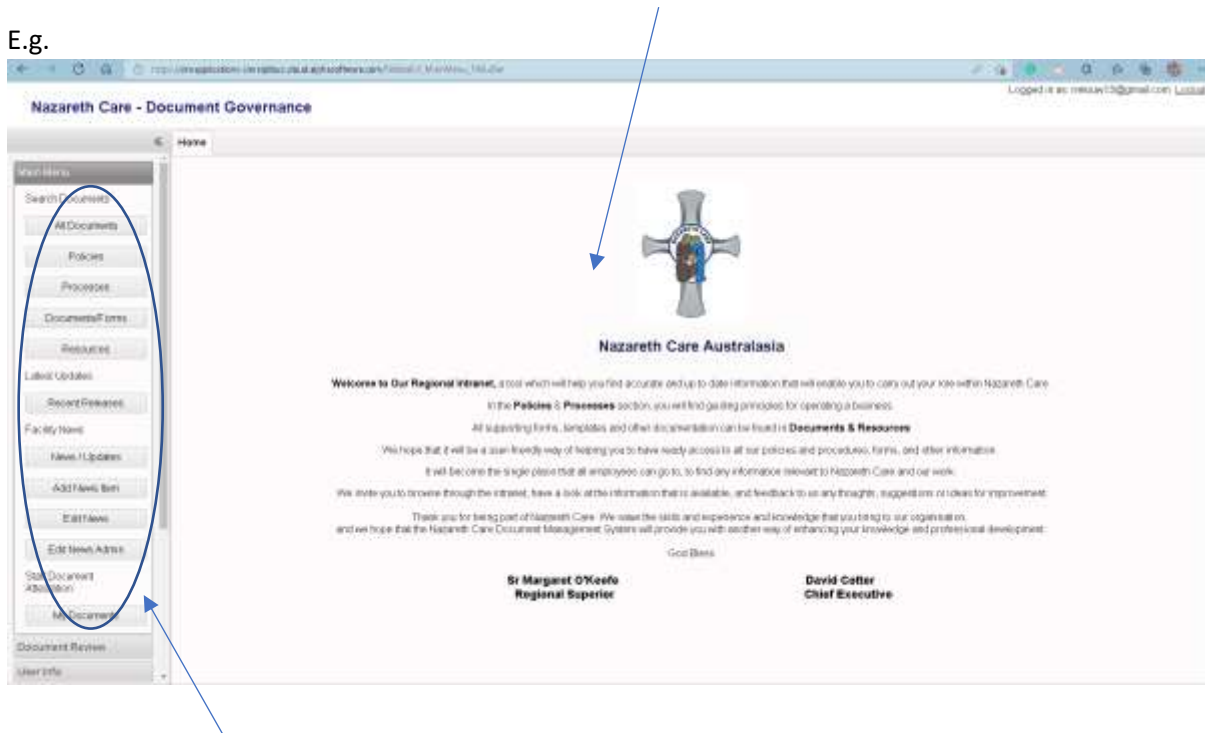
1. Enter your password (Default = 123456@)
2. Click the "Login" button.

Home Page

The home page is the starting page you will see every time you first login to the Site.

All documents and Content will be displayed in the **Main window area**.

E.g.



The **Menu / Navigation** buttons will always be found on the Left-hand side of screen.

The menu items will be discussed below.

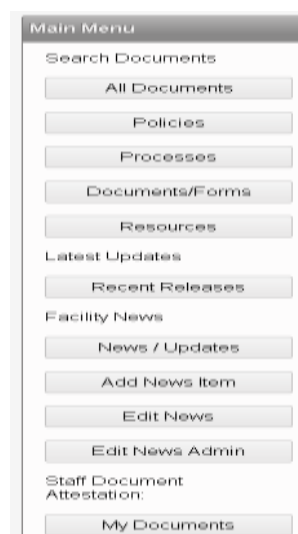
If the user clicks the **MAIN** menu buttons this will expand or collapse a **SUBMENU**.

E.g.

Main Menu collapsed.



Main Menu Expanded.



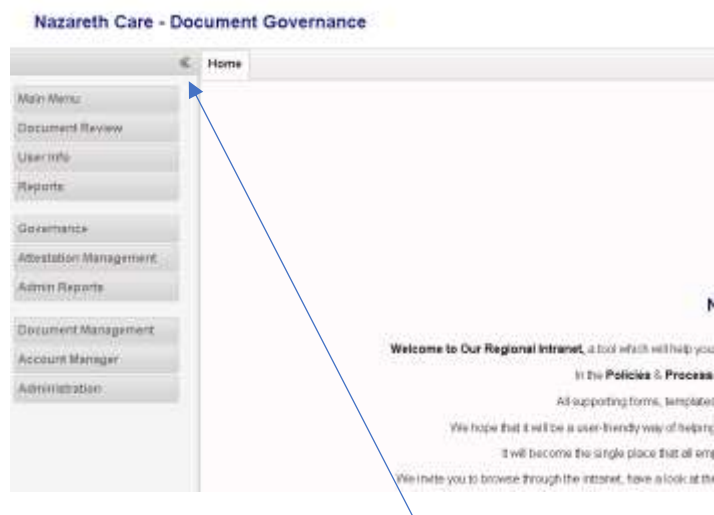
Note: Each user will only see buttons for which their security access allows.


“Main Menu” – Functions

The main menu can also be hidden to give the user more space to view Documents.

By Default, the menu will be shown.

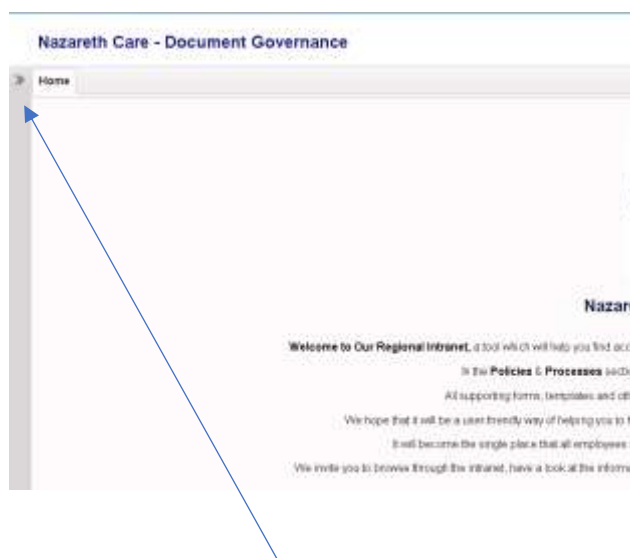
e.g.



To hide the menu and allow more visible space click the  Button.

This will **collapse and hide** the menu.

e.g.



To show the menu click once again, click the  button. This will then expand and show the menu.

Note: The menu can be hidden or expanded at any time.

Reviewing a Document

Specific staff will be given security access to review a document. This allows the user to view NEW or UPDATED document and add comments.

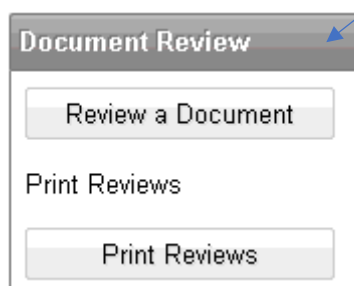
All document reviews are taken into account to improve the document and gain input from staff that have specialised knowledge for document content.

The view documents can be access by clicking on the Main Menu button

Document Review

This will then show the Submenu for reviewing a document.

E.g.



To see a list of all the document that have been made ready for review click the "Review a Document" Button. In the example below there is one document available for Review called "Occupational Violence" Note all views open in separate TABS shown top of page.

e.g.



To view the actual document and add comment click the **Review** button.

This will then display the DOCUMENT & COMMENTS TAB section. (Next Page)

Document Review: (Pt 1)

When loaded the TAB will be displayed in two sections (LEFT / RIGHT)

The DOCUMENT on the left and the Viewers Comments on the right.

e.g.

The screenshot displays a web application for document review. The left pane shows a document titled "Occupational Violence" under the category "Workplace Health & Safety". The document includes a "Procedure description" and a "Status" of "Under Review". The right pane shows a list of reviewer comments, each with a date, reviewer name, and a comment box. The first comment is from "David, Carter" dated 21/12/2021, and the second is from "Tonya, Evans" dated 21/12/2021. Both comments are marked as "Approved".

Left side of the screen – DOCUMENT

This will display the lasted version of the document with any alterations as suggested by reviewers.

The aim is for a user to review – (READ) the document and add any suggested changes, suggestions on the right side.

The document will always have the review status – “Under Review”

e.g.

The screenshot displays a web application for document review. The left pane shows a document titled "Occupational Violence" under the category "Workplace Health & Safety". The document includes a "Procedure description" and a "Status" of "Under Review". The right pane shows a list of reviewer comments, each with a date, reviewer name, and a comment box. The first comment is from "David, Carter" dated 21/12/2021, and the second is from "Tonya, Evans" dated 21/12/2021. Both comments are marked as "Approved".

Document Review: (Pt 2)

Right side of the screen – Reviewer Comments. On the right side of the screen the user can read any comments entered by previous viewers. And they can also add their own comments.

E.g. Review comments

Please review the document, and enter any comments below:

1

Date: 21/12/2021 Reviewer: David, Cotter Approved: ☒

Reviewer Comment: Hello, please see my suggested alterations, to the document. (Highlighted in Yellow.)

(Governance - Feedback)

Owner Comment: ☒ Committee members have reviewed thanks, David; the alteration suggested are added to the document.

Date: 21/12/2021

Each comment can have a response from the Document Administrator, which will be entered as well.

To add you own comment click the **+** found at the bottom of the comments, this will then add a blank comment section for the user to add any additional comments. Once this has been done, the

user will need to click the

Submit

button, also at the bottom of the comments section.

When the user has finished adding any comments, they can close the TAB by clicking the **×** at the top. (The corresponding TAB will close).

e.g.

Nazareth Care - Document Governance

» Home Reviews **×** Document Review - 1339 **×**

professional and memory environment.

- Refer to the "Related Document" Section below.




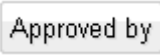
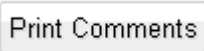
Identified Individual

Any person who has been identified by Nazareth Care as posing an ongoing risk to

Review Document – TAB


IN the initial – Review Document TAB, there will list all documents that are for review. In the example shown below there is only on document for review. E.g. “Occupational Violence”

From this screen the user can view a lot of information about the documents.

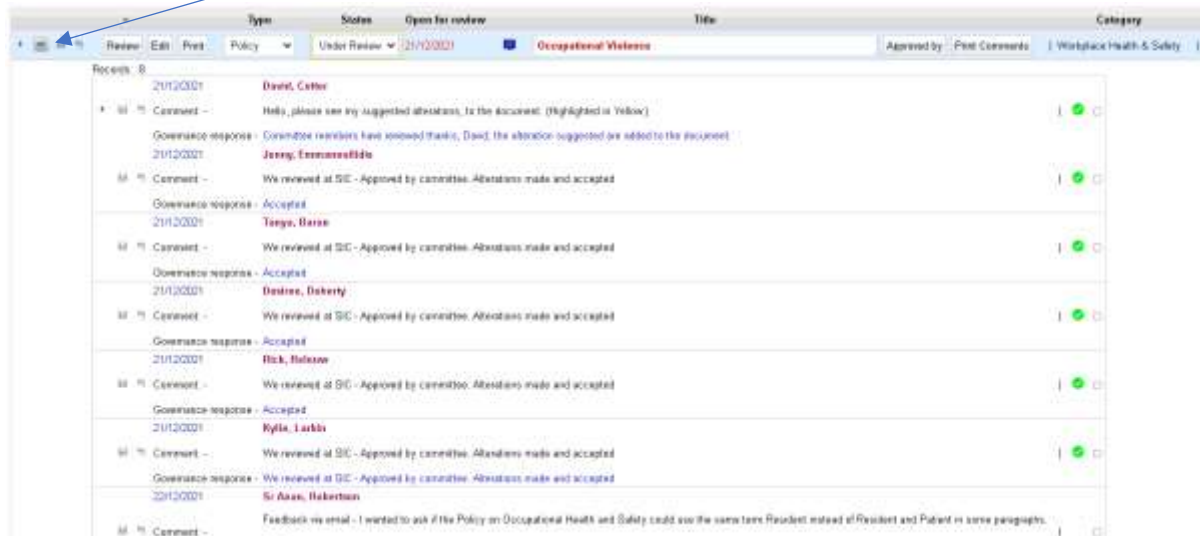
1. **All comments** – made about this document by clicking the  Button.
2. **Review the document** by clicking the  Button.
3. **Print the Document** – by clicking the  Button.
4. View all the people who have **approved the document** by clicking the  Button
5. Print out all the comments by clicking the  Button.

An example of these are shown next pages.

View all comments.

Made about this document by clicking the  Button

e.g.



Type	Status	Open for review	Title	Category
Review	Under Review	21/12/2021	Occupational Violence	Approved by: Post Comments Workplace Health & Safety

Receipts	Comments	Responses
21/12/2021	Daniel, Cathie Hello, please see my suggested alterations, to the document. (Highlighted in Yellow)	Governance response - Committee members have reviewed thanks, David, the alteration suggested are added to the document
21/12/2021	Jenny, EmmausKidd	Governance response - Accepted
21/12/2021	Tanya, Barrie	Governance response - Accepted
21/12/2021	Debbie, Doherty	Governance response - Accepted
21/12/2021	Rick, Rebecca	Governance response - Accepted
21/12/2021	Kylie, Larkin	Governance response - Accepted
22/12/2021	Sir Aaron, Robertson	Governance response - Accepted

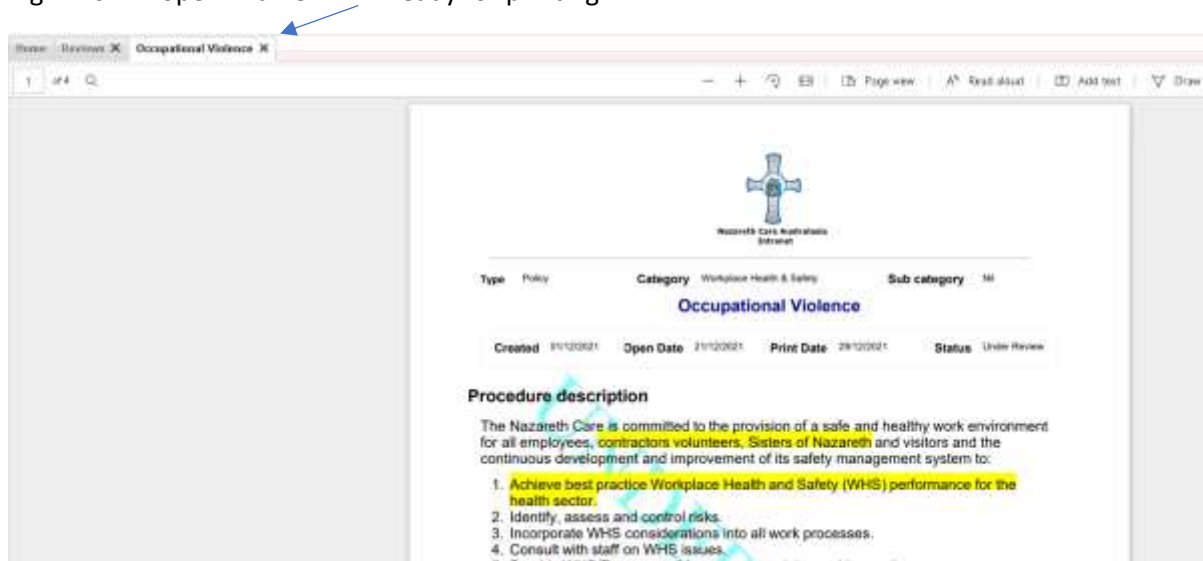
Review the document

By clicking the  Button – Refer to page 5.

Print the Document

By clicking the  Button.

E.g. This will open in a new **TAB** ready for printing.



Document Viewer: Occupational Violence

Page 1 of 4

Document Details:

- Type: Policy
- Category: Workplace Health & Safety
- Sub category: WH
- Created: 21/12/2021
- Open Date: 21/12/2021
- Print Date: 21/12/2021
- Status: Under Review

Procedure description

The Nazareth Care is committed to the provision of a safe and healthy work environment for all employees, contractors volunteers, Sisters of Nazareth and visitors and the continuous development and improvement of its safety management system to:

1. Achieve best practice Workplace Health and Safety (WHS) performance for the health sector.
2. Identify, assess and control risks.
3. Incorporate WHS considerations into all work processes.
4. Consult with staff on WHS issues.
5. Provide WHS/Emergency Management training and instruction.

View all the people who have **approved the document**

By clicking the **Approved by** Button.

e.g.

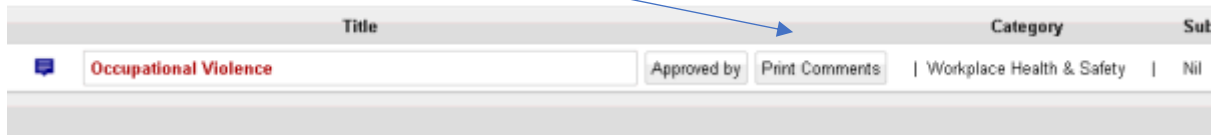
The screenshot shows a software interface with a modal window titled "Window". The window displays the text "Document approved for committee review by:" followed by "Records: 6". Below this is a table with the following data:

Reviewer ▲		
Reviewer - David, Cotter		Final Approval ✓
Reviewer - Desiree, Doherty		Final Approval ✓
Reviewer - Jenny, Emmanouilidis		Final Approval ✓
Reviewer - Kylie, Larkin		Final Approval ✓
Reviewer - Rick, Relouw		Final Approval ✓
Reviewer - Tanya, Barun		Final Approval ✓

At the bottom of the table, there is a pagination bar with the text "First Prev 1 of 1 Next Last".

Print out all the comments

By clicking the **Print Comments** Button.



E.g.

This will open in a new **TAB**.

e.g.

