

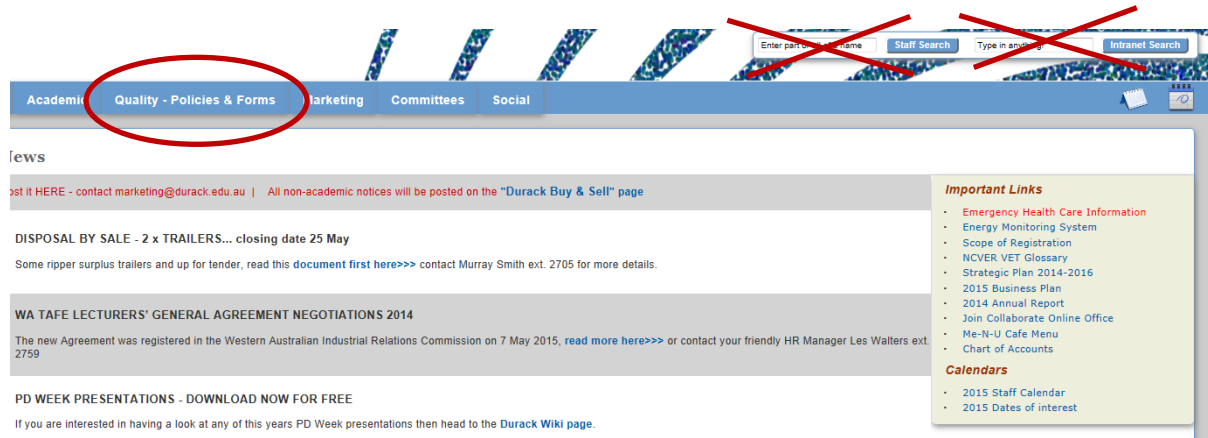


QUALITY TIP

Searching for Policies and Forms on the Intranet

Step 1

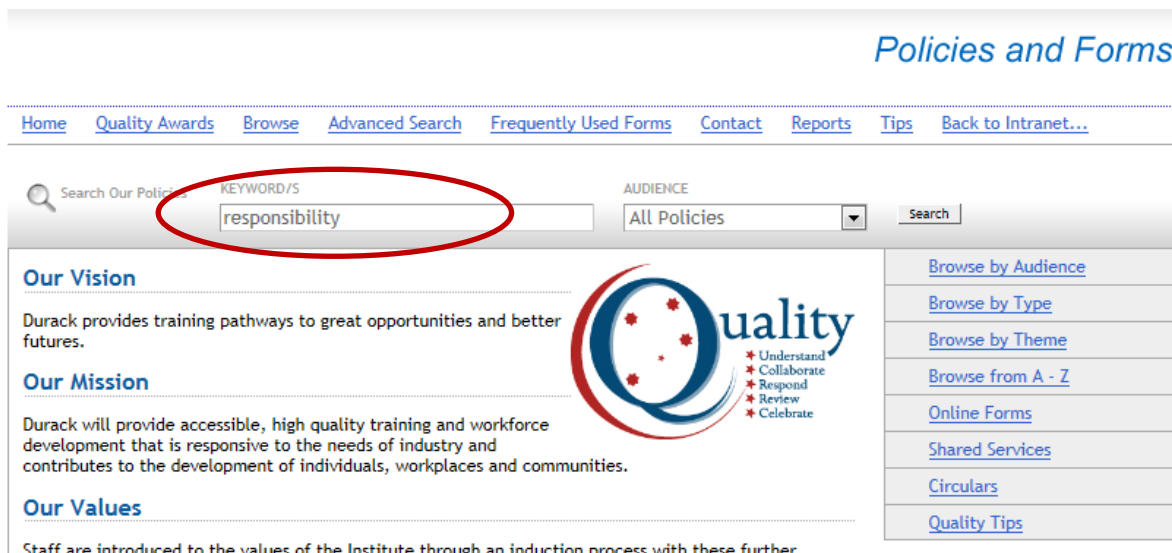
To search for a policy or form, go to "Quality – Policies & Forms".



Note: do not enter key words in the Staff Search or Intranet Search on the top right of the intranet homepage

Step 2

Enter one keyword in the search field. Try using one keyword only as the less keywords you use in your search, the less search results will be returned which may assist with your search. If the search results don't contain your required document, try a different keyword.



Step 3

Use the Advanced Search function to optimise your search.

The screenshot shows the top navigation bar of the intranet with links: Home, Quality Awards, Browse, **Advanced Search** (circled in red), Frequently Used Forms, Contact, Reports, Tips, and Back to Intranet... Below the navigation bar is a search interface with a magnifying glass icon, the text 'Search Our Policies', and two input fields: 'KEYWORD/S' containing 'Enter Keyword/s...' and 'AUDIENCE' containing 'All Policies'. A 'Search' button is to the right. Below the search fields is a 'Browse by Audience' button.

There you can enter keywords, select your audience, type of document etc. For example, if you are looking for the *Unacceptable Student Behaviour Report Form*, try the following:

The screenshot shows the 'Advanced Search' form. It has a title 'Advanced Search' and a sub-header 'To assist in the searching of our policies and other documents, we've provided a search page to restrict the results you'll be presented.' The form contains several fields: 'Keyword/s' with the text 'student behaviour'; 'Audience' dropdown set to 'Lecturers'; 'Type' dropdown set to 'Form'; 'Responsible Quality Officer' dropdown set to 'All Officers'; 'Theme' dropdown set to 'All Themes'; 'Sort By' dropdown set to 'Name'; 'Ascending' dropdown; 'Results per page' dropdown set to '5'; a 'Search' button; and a 'Reset Fields' button.

Tip!

If you found your required form but are also looking for the relevant policy and any other forms / flowcharts attached to it, enter the first 5 digits of it in the search field eg. CF006

[Unacceptable Student Behaviour Repo](#)
../common/quality/CF/CF006F1.docx
Form (Under Review)
Endorsed on: 25/06/2007 Reviewed on: 29/06/201

This will bring up all documents associated with this particular policy.

The screenshot shows the intranet search interface. At the top, there are navigation links: Home, Quality Awards, Browse, Advanced Search, Frequently Used Forms, Contact, and Reports. Below these is a search bar with a magnifying glass icon and the text 'Search Our Policies'. To the right of the search bar is a 'KEYWORD/S' field containing 'cf006' and an 'AUDIENCE' dropdown menu set to 'All Policies'. Below the search bar, the results are titled 'Search Results for: cf006, in All Policies'. There are four search results listed, each with an 'EDIT' link, a title, a file path, and a status: 'Managing Student Behaviour Policy & Procedure (Under Review)', 'Students Under 18 Exclusion From Class Due to Behavioural Issues Contact Flowchart Flowchart (Under Review)', 'Students Under 18 Exclusion from Class Form (Under Review)', and 'Unacceptable Student Behaviour Report Form (Under Review)'. Each result also includes 'Endorsed on' and 'Reviewed on' dates.

If a certain keyword you are using does not return any result, contact the Policy and Planning Support Officer on quality@durack.edu.au to add this keyword to the search function.

Also try using the different search functions on the right or the Frequently Used Forms

The screenshot shows the intranet search interface with the 'Frequently Used Forms' section highlighted. The navigation links at the top include Home, Quality Awards, Browse, Advanced Search, Frequently Used Forms, Contact, Reports, Tips, and Back to Intranet... The search bar is empty, and the 'AUDIENCE' dropdown is set to 'All Policies'. The 'Frequently Used Forms' section lists several forms, each with an 'EDIT' link, a title, a file path, and a status: 'Application for Overnight Use of Institute Vehicle Form', 'AQTF Essential Conditions and Standards Abolished', 'Authorisation for Non-Employees to Drive Institute Vehicles Form', 'Client Group Under 18 Course Development Checklist Form', and 'Client Needs Summary Form'. To the right of the search bar, a sidebar contains a 'Search' button and a list of navigation options: Browse by Audience, Browse by Type, Browse by Theme, Browse from A - Z, Online Forms, Shared Services, Circulars, and Quality Tips.

Central Regional TAFE - Quality Tips Searching for Policies and Forms on the Intranet (QT001)

Or just browse through the different classifications..

The screenshot shows the top navigation bar with links: Home, Quality Awards, **Browse**, Advanced Search, Frequently Used Forms, Contact, Reports, Tips, Back to Intranet... The 'Browse' link is circled in red. Below the navigation is a search bar with 'Search Our Policies' and a magnifying glass icon. It includes a 'KEYWORD/S' field with the placeholder 'Enter Keyword/s...', an 'AUDIENCE' dropdown menu set to 'All Policies', and a 'Search' button. The main content area is titled 'Browse Our Policies' and contains a paragraph: 'To browse through the different classifications that documents on our policies web site are housed under, please use one of the links listed below each of the classifications:'. There are four columns of links: 'Audience' (All Staff, Training Admin, Non Teaching Admin, Training Directors, Client Services, Directors, Finance, Human Resources, Information Technology, Lecturers, Managers, Records, Physical Resources), 'Theme' (Assets & Facilities Management, Client Focus, Financial Management, Human Resource Management, Information Systems, Lecturers Guide, Marketing, Organisational Management, Occupational Safety and Health, Quality Tips, Records Management, Student Administration, Training and Assessment), 'A - Z' (A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y), and 'Type' (Policy & Procedure, Form, Appendix, Register, Template, Flowchart, Manual, Circular, Checklist, Example, Guideline, Publication). On the right side, there is a vertical menu with links: Browse by Audience, Browse by Type, Browse by Theme, Browse from A - Z, Online Forms, Shared Services, Circulars, and Quality Tips.

More Tips!

Handy tips assisting lecturers can be found under Quality Tips

The screenshot shows the search results for the keyword 'QT'. The search bar contains 'QT' and the 'AUDIENCE' dropdown is set to 'All Policies'. The results are titled 'Search Results for: QT' and list four items, each with an 'EDIT' link, a title, a file path, a status, and dates: 1. 'Course Orientation Checklist Tip' (Circular (Current), Endorsed on: 4/07/2013, Reviewed on: 4/07/2013); 2. 'Holistic Assessment' (Circular (Current), Endorsed on: 4/07/2013, Reviewed on: 4/07/2013); 3. 'Industry Requirements on LAS' (Circular (Current), Endorsed on: 4/07/2013, Reviewed on: 4/07/2013); 4. 'LAS Requirements' (Circular (Current), Endorsed on: 4/07/2013, Reviewed on: 4/07/2013). On the right side, the same vertical menu as in the previous screenshot is shown, with 'Quality Tips' and 'DIT Quality Tips' circled in red.