

Manage Systems

Jenny Kongkalai - 2023-06-04 - Manage Content

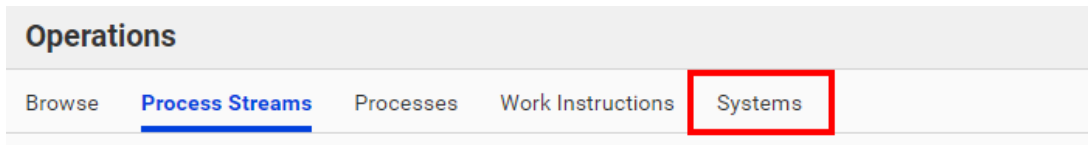
Manage Systems

This article is split into 2 sections:

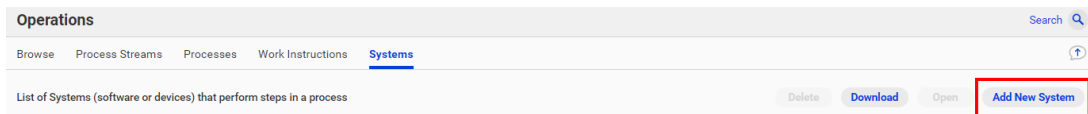
1. Create a new System
2. Approve and Publish a new System

1. Create a new System

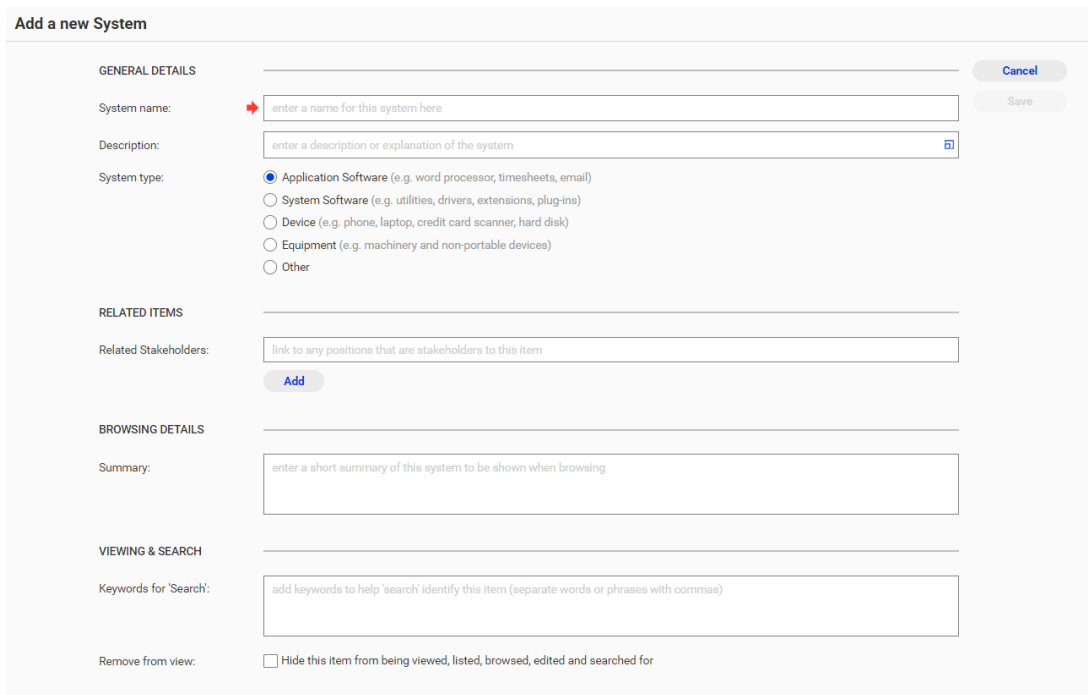
1.1. Access the **Operations** tab and click the **Systems** subtab.



1.2. Click **Add New System**



1.3. Enter the relevant fields. Click **Save**.

A screenshot of the 'Add a new System' form. The form is divided into several sections: 'GENERAL DETAILS' with fields for 'System name', 'Description', and 'System type' (with radio buttons for Application Software, System Software, Device, Equipment, and Other); 'RELATED ITEMS' with a 'Related Stakeholders' field and an 'Add' button; 'BROWSING DETAILS' with a 'Summary' field; and 'VIEWING & SEARCH' with a 'Keywords for Search' field and a 'Remove from view' checkbox. A 'Save' button is visible at the top right of the form.

Field	Description
System Name	Name of the system
Description	Description or explanation of what the system is
System Type	You can choose from the following type of Systems: <ul style="list-style-type: none"> • Application Software - e.g. word processor, timesheets, email • System Software - e.g. utilities, drivers, extensions, plug-ins • Device - e.g. phone, laptop, credit card scanner, hard disk • Equipment - e.g. machinery and non-portable devices • Other - any other systems that do not fall under the above types
Related Stakeholders	Positions that are related to this System, they can be Accountable, Approver, Owner, or Reviewer
Summary	This is the short description that appears in the browsing menu.
Keywords for 'Search'	Keywords that, when searched in Holocentric Connect, will make the item appear in search results.
Remove from view	Tick the box to hide the item. This will make the item only visible to users with Administrator permissions. Hidden items are: <ul style="list-style-type: none"> • not shown in lists • not shown as a related item on any other items. • not accessible by URL (will show item not found message) • not shown in any downloadable report.

1.4. If you have Release Management enabled, click **Finish All Editing** to confirm the changes and proceed to the approval stage

2. Approve and Publish a new System

2.1. Click **Approval**. A drop down menu appears. You can approve the policy or you can revert it if you want to make further changes to your content.

2.2. You can edit your summary of what additions you made. You also have the option to select who approved the item, the date on which it was approved as well as the next review date. Click **Approve** to continue to the publication stage. Once approved, the policy is marked 'Ready to Publish'.

Approve this System

Start Editing Finish All Editing **Approve** Publish

Approve that "Outlook" is ready to publish.

Approved by:
 × Select

Approved on:
 📅

Next review:
 📅

Summary of what was changed:

Cancel Approve

2.3 To proceed with publication, click **Publishing** and **Publish Immediately**.

Outlook Ready to Publish v2 ⌵

System Version

GENERAL DETAILS

Description:

System type:

Publishing ⌵

Publish Immediately

Revert to Draft

When you confirm publication, the release management workflow appears. You have the option to edit the summary of the changes that you have made. Click **Continue**.

2.4 The release label and notes window appears. Write official release notes for the new system. You can edit the release notes later if required.

Release label and notes

Publishing: "Outlook"

Label this release:

Release notes:

Post a News Item about this when the items are published

News Item title:

News message:

Include a link to the Release summary

Email notification: Email all users when this News Item is published

Field	Description
Label this release	The official name of this release.
Release notes	Details about what updates you have made.
Post a news item about this when the items are published	If selected, you can post a news item on the Home tab to notify users about your content changes.
News item title	Title of the news item that will appear in the Home tab.
News message	The message that will appear under the news item title.
Include link in release summary	If selected, this option will allow you to include a link to the release notes for the item.
Email all users when this News Item is published	If selected, all web app users in your organisation (provided they have activated their account) will receive an email notification about the release at 5:30 am AEDT/AEST the following day.

END