

General

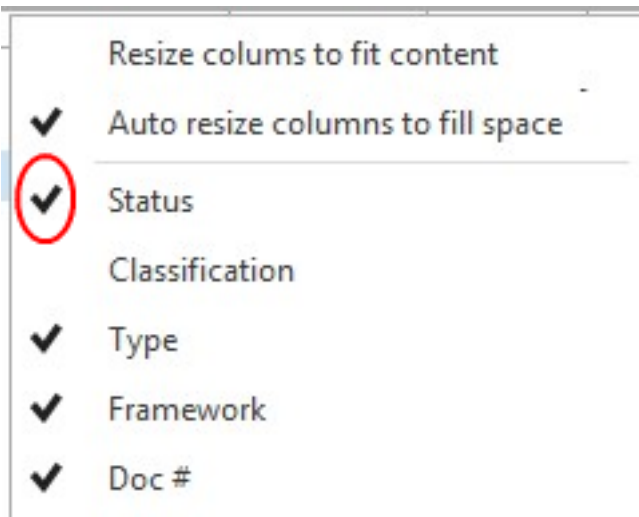
How to customise and organise document lists

Throughout NovaCore, documents/files are displayed in lists. These document lists are customisable. Most customisations you make, such as visibility, size and position of columns, are remembered as part of your login profile.

Following are some customisation possibilities:

Choosing Columns

You can show or hide columns of information on most document lists by right clicking on a list column heading and selecting or deselecting any of the available columns.



Resizing Columns

Columns can be resized by positioning your cursor between column headings and dragging. Columns can also be set to automatically resize to fit their content or to automatically resize themselves to fit within the available screen width. Right click on the column header and select one of the options as shown in the image below.

Revision	Revision Date	Review Interv
1.0	24/04/2017	Default
1.0	10/06/2016	12 months

Sorting Columns

Left clicking on a column heading will sort it alphabetically. Clicking it again will reverse the sort order. The sort order is displayed by the small up or down arrow on the right hand side of the sorted column.

Type	Document Name	Revision
2	Client Assessment Evaluation Form	1.0
1	Client File Checklist Form	1.0

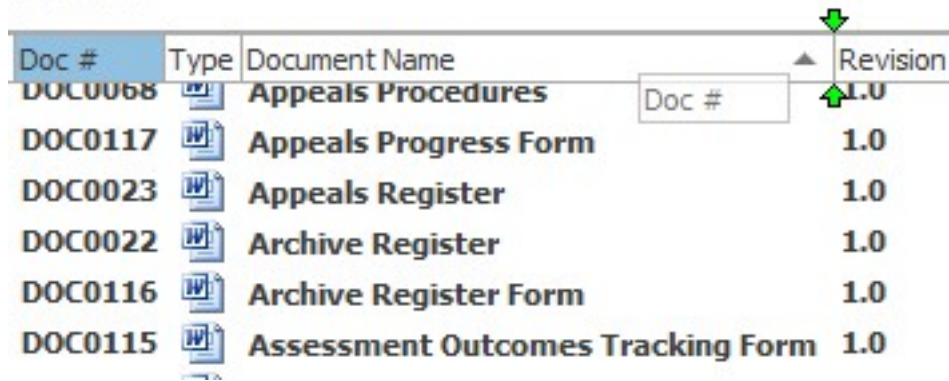
Arranging Columns

You can rearrange the column positions by simply dragging a column header and

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dropping it in the position of the double green arrow as you move your mouse over the column edges.

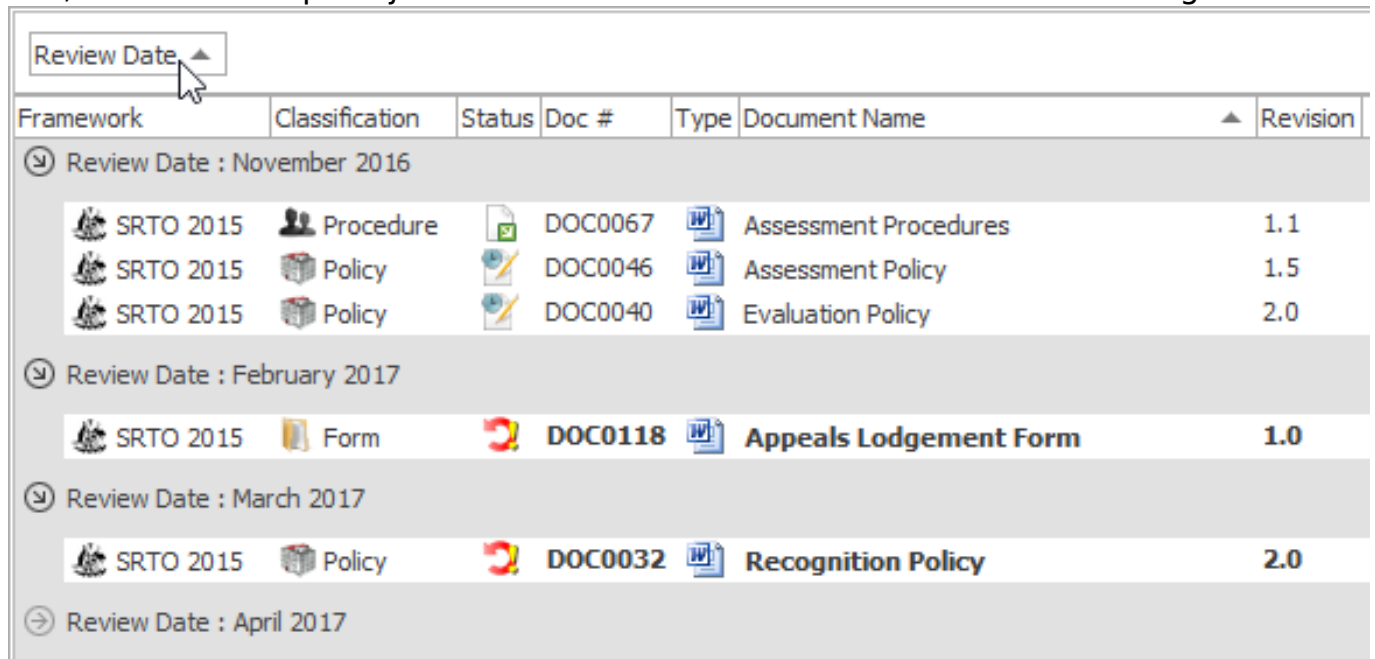
that column



Doc #	Type	Document Name	Revision
DOC0068		Appeals Procedures	1.0
DOC0117		Appeals Progress Form	1.0
DOC0023		Appeals Register	1.0
DOC0022		Archive Register	1.0
DOC0116		Archive Register Form	1.0
DOC0115		Assessment Outcomes Tracking Form	1.0

Grouping Columns

You can group your documents by information type by dragging a column header to the Group Bar. For example, to group documents by the month on which their review date falls, simply drag the header of the Review Date column to the Group Bar, which is the space just above the document list as shown in the image.



Review Date	Framework	Classification	Status	Doc #	Type	Document Name	Revision
Review Date : November 2016							
	SRTO 2015	Procedure		DOC0067		Assessment Procedures	1.1
	SRTO 2015	Policy		DOC0046		Assessment Policy	1.5
	SRTO 2015	Policy		DOC0040		Evaluation Policy	2.0
Review Date : February 2017							
	SRTO 2015	Form		DOC0118		Appeals Lodgement Form	1.0
Review Date : March 2017							
	SRTO 2015	Policy		DOC0032		Recognition Policy	2.0
Review Date : April 2017							

Unique solution ID: #1037

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Last update: 2024-06-21 08:40