

# GVO - TRANSFORMING GOVERNANCE PRACTICES AND PROCESSES



1

Once a GVO account has been created an Automated email will be sent, this contains a link to set a password. Your **email address and the password you set** will be your GVO sign-in credentials. If you forget your password, a new link can be sent via the 'Forgotten Password' button.

2

Your GVO is built with very **sophisticated and sensitive access controls and permissions** - the items you see will be unique to your role and your permissions. If you do not have access to something it will not be visible to you.

3

When you access a document or file in GVO you will be see three or four tabs, a PDF Preview of the file, the original Attachment/Source File and the **Comments** tab. Some files will have a fourth tab for **Approvals** to be added.

4

**Approval** (or acceptance) of a document can be given by checking the box and confirming. Questions, comments, opinion and discussion can be given via the **Comments** tab, with a thread of comments/discussion and replies visible to everyone who can access the document, much like a social media platform.

5

Users can **stay informed of updates** and further comments/approvals added to a document by opting in to **'Subscribe'** to live notifications by checking the Subscribe box on the Comments and Approvals tabs. Once subscribed only the User themselves can un-subscribe. Your GVO Managers may subscribe you to content on your behalf.

6

If you want to alert other GVO Users to content or comments in GVO you can use the **Share** button in the top right hand corner to send a link, via secure notification, to other Users. Your message can be personalised to **draw their attention to something specific** or to give them a specific instruction.

7

Meetings are added to the **GVO Calendar**, and visible to those attending the meeting. Open the event to access a full pack of papers, working down the list of agenda items to **add any comment or approvals in advance**. A full pack of papers can be downloaded as a single PDF file using the **Download Meeting Pack** button. Meeting Attendance can be marked using the green **Attendance** button.



Ongoing Support is available for all GVO users.

Call 01273 921066 or email [support@thegvoffice.com](mailto:support@thegvoffice.com) for any help or training requirements.