

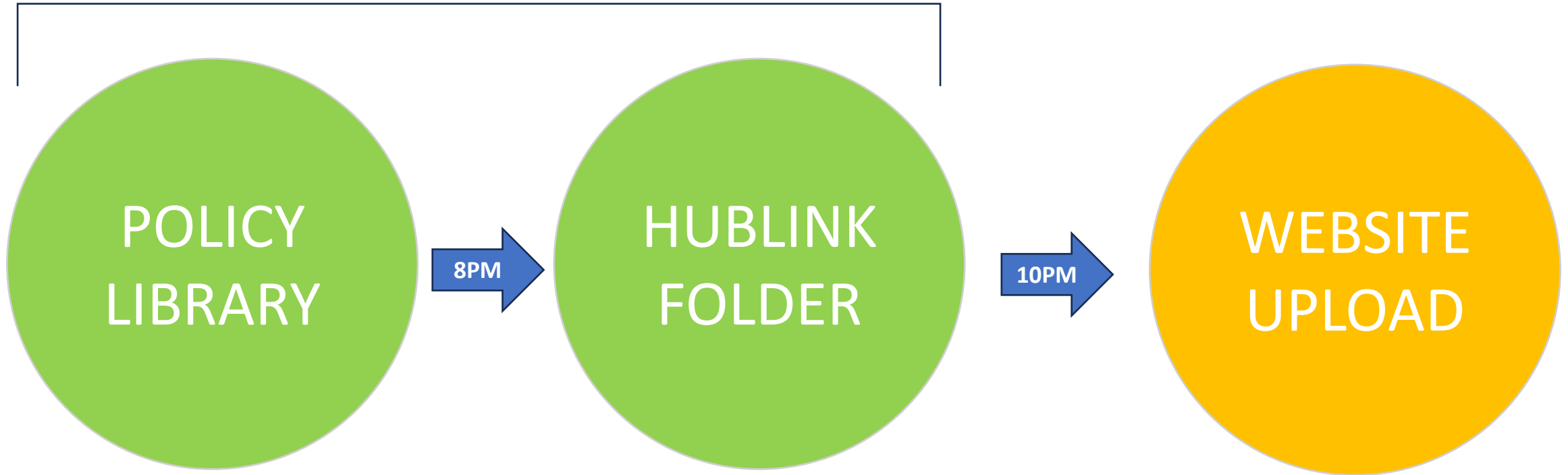


UPDATING
THE HUB

mu
I want my work to be acting like a dog, as near as I can manage. If you put the words in the right order with the...
AM MO

SHAREPOINT

WORDPRESS



1. Navigate to the Policy and Procedures Library


The screenshot shows the SharePoint interface for the UCAQLD Intranet. The top navigation bar includes the SharePoint logo, a search bar, and the user name 'Michael Mann'. Below this, the UCAQLD logo and 'UCAQLD Intranet' title are displayed. The main navigation menu includes 'Home', 'Who we are', 'How we work', 'Forms & Templates', and 'Policies & Procedures', which is highlighted with a pink bar. Other menu items include 'Not following', 'Site access', and 'Go to Connections'. The page content area features a 'New' button, 'Page details', and 'Analytics' options. The main content is divided into three sections: 'Important Updates', 'Noticeboard', and 'Useful links'. 'Important Updates' lists three articles: 'Introducing the New Starter Toolkit', 'Staff Engagement Survey 2024', and 'Fair Work Legislative Changes - Right to Disconnect'. 'Noticeboard' lists three items: 'Better Together Awards Nomination 2025: Now Open!', 'Changes to the Finance Team', and 'Join an exclusive session about financial wellness at UCA Qld...'. 'Useful links' is a grid of red buttons for various services like 'Workforce Planning', 'Book a Room or Desk', 'Kronos (Payroll)', 'Web Expenses', 'IT Help Desk (HALO)', 'Performance Feedback', 'Business Central', 'Mimecast Portal', 'EAP - TELUS Health', 'Maintenance Requests', 'Standards Australia', and 'Corporate Branding'.


renewal




The Uniting Church in Australia
QUEENSLAND SYNOD

2. Drag and drop your document into the library. Your document will land in **Policy Area: Unassigned**

Policy Document Library 

>  Name ▾

>  Policy Area : Unassigned (8)


> Policy Area : A. Governance and organisation (100)






> Policy Area : B. Privacy (5)


> Policy Area : C. Risk and Compliance (131)

> Policy Area : D. Work health and safety (62)

3. Locate your document within the **Unassigned** policy area. Right click and open the **Details** panel.

Policy Document Library 

>		Name ▾
		A4711G-1.PDF
		How to Update your Email Signature.pdf
		Test review date.pdf
>		Policy Area : A. Governance and organisation (100)
>		Policy Area : B. Privacy (5)

- Copy link
- Manage access
- Delete
- Automate >
- Favorite
- Add shortcut >
- Download
- Rename
- Pin to top
- Move to
- Copy to
- Version history
- Alert me
- More >
- Details 

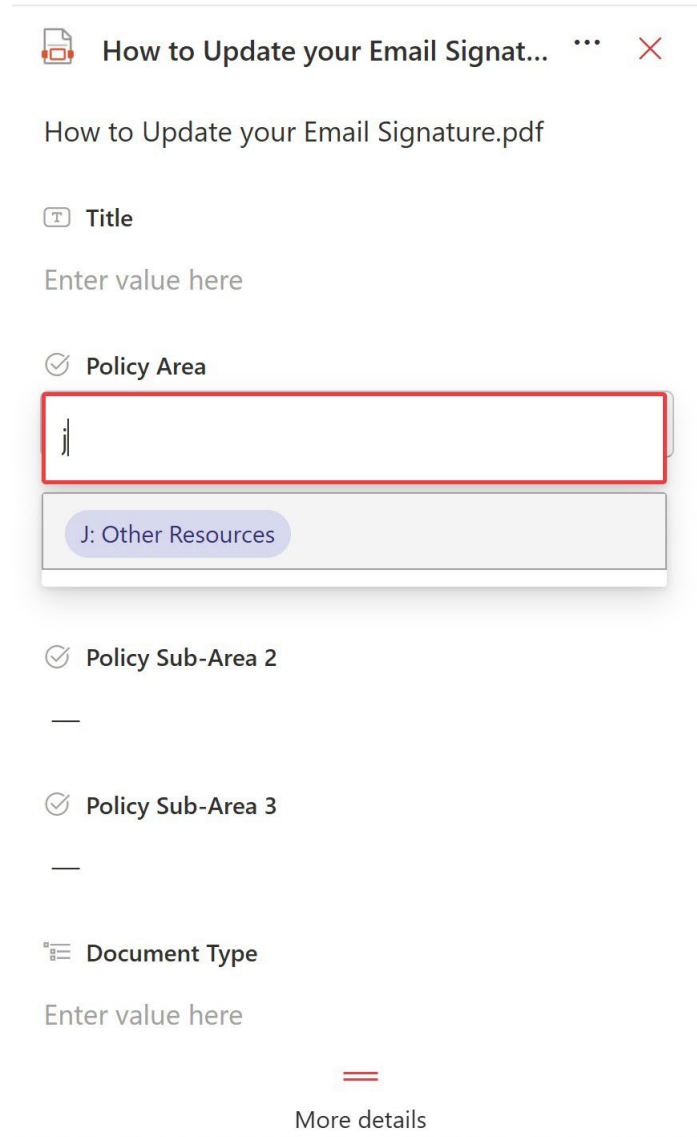
4. The **Details** panel should open on the right hand side. This contains all the relevant metadata you will need to change for files to be included in the Hub upload processes.

The screenshot displays a web interface for a 'Policy Document Library'. The main area shows a list of documents with columns for 'Name', 'Policy Area', and 'Policy Sub-'. The document 'How to Update your Email Signature.pdf' is selected and highlighted. Below the list, there are filters for 'Policy Area : A. Governance and organisation (100)' and 'Policy Area : B. Privacy (5)'. On the right, a 'Details' panel is open for the selected document, showing a preview of the PDF, a 'Has access' section with user avatars and a '+8' indicator, and a 'Properties' section with a warning: 'This file is missing required information'. The title of the document in the details panel is 'How to Update your Email Signature.pdf'.

5. **Policy Area J: Other Resources** is the area of the policy library that has been dedicated to Hub files.

Click under Policy Area and select J.

Note: depending how quickly you move through and change the rest of the metadata, your file may move from the **Unassigned** area to **Policy Area J**.






The screenshot shows a document metadata form for a file named "How to Update your Email Signature.pdf". The form includes several fields:


- Title:** A text input field with the placeholder "Enter value here".
- Policy Area:** A dropdown menu with a checkmark icon. The selected option is "J: Other Resources", which is highlighted with a red border in the image.
- Policy Sub-Area 2:** A dropdown menu with a checkmark icon and a horizontal line below it.
- Policy Sub-Area 3:** A dropdown menu with a checkmark icon and a horizontal line below it.
- Document Type:** A dropdown menu with a checkmark icon and the placeholder "Enter value here".

At the bottom right of the form, there is a "More details" link with a red double-line icon above it.

6. If your file moves to **Policy Area J**, go back to the main Policy Library and access that area to find your file. It should sort alphanumerically by default. Alternatively, you can search within Policy Area J.

Policy Document Library 

>  Name 

- > Policy Area : E. People and culture (69)
- > Policy Area : F. Business enterprise management (11)
- > Policy Area : G. Financial management (12)
- > Policy Area : H. Information management (17)
- > Policy Area : I. Uniting Early Learning (384)
-  > Policy Area : J: Other Resources (498)

7. Once you have found your file, open the **Details Pane** again and scroll down to **Policy Contact**. Add the relevant responsible person/document owner for the document.

How to Update your Email Signat... ⋮ ✕

Policy Contact *

Enter a name or email address

Hub Link

Category
Select an option

Group
Select an option

Sub-Group
Select an option

Review Date *
30/06/2025

Review Reminder (Read only)

More details

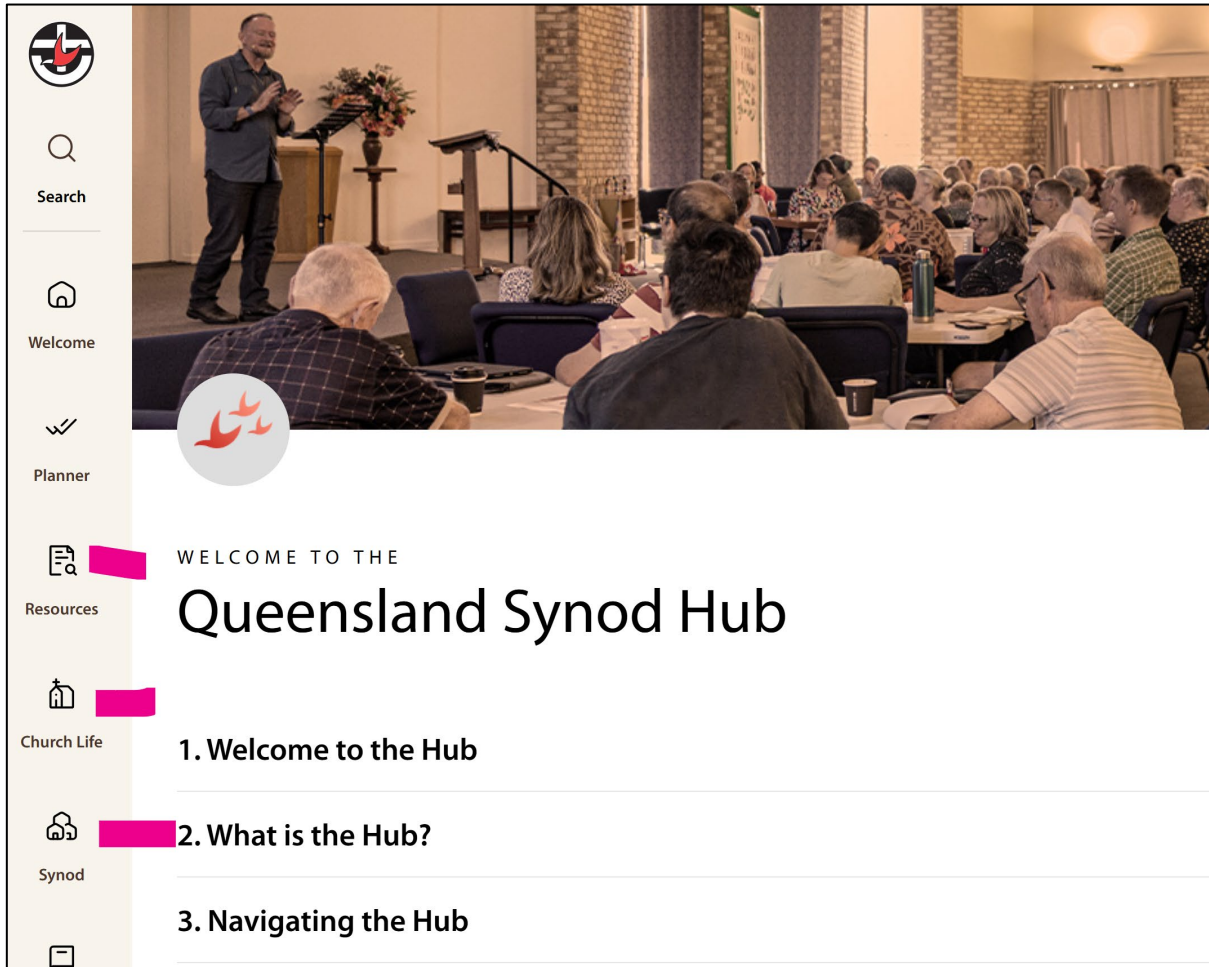
8. Once you have selected a **Policy Contact**, select your Category, Group and Sub-group. See next page for how these correspond to the Hub navigation.

The screenshot shows a web form with the following fields and values:

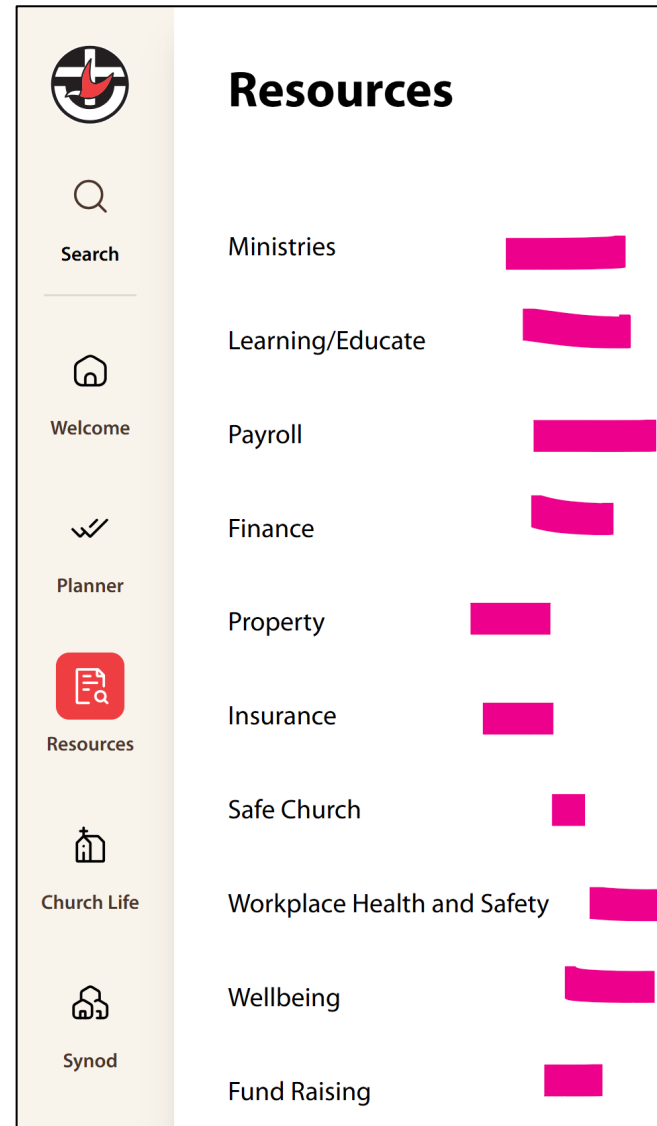
- Policy Contact ***: Michael Mann
- Hub Link**: Yes (with a red checkmark icon)
- Category**: Select an option
- Group**: Select an option
- Sub-Group**: Select an option
- Review Date ***: 30/06/2025

Below the Hub Link field, there is a note: "Yes / No whether the document should be published on the UCAQLD Website".

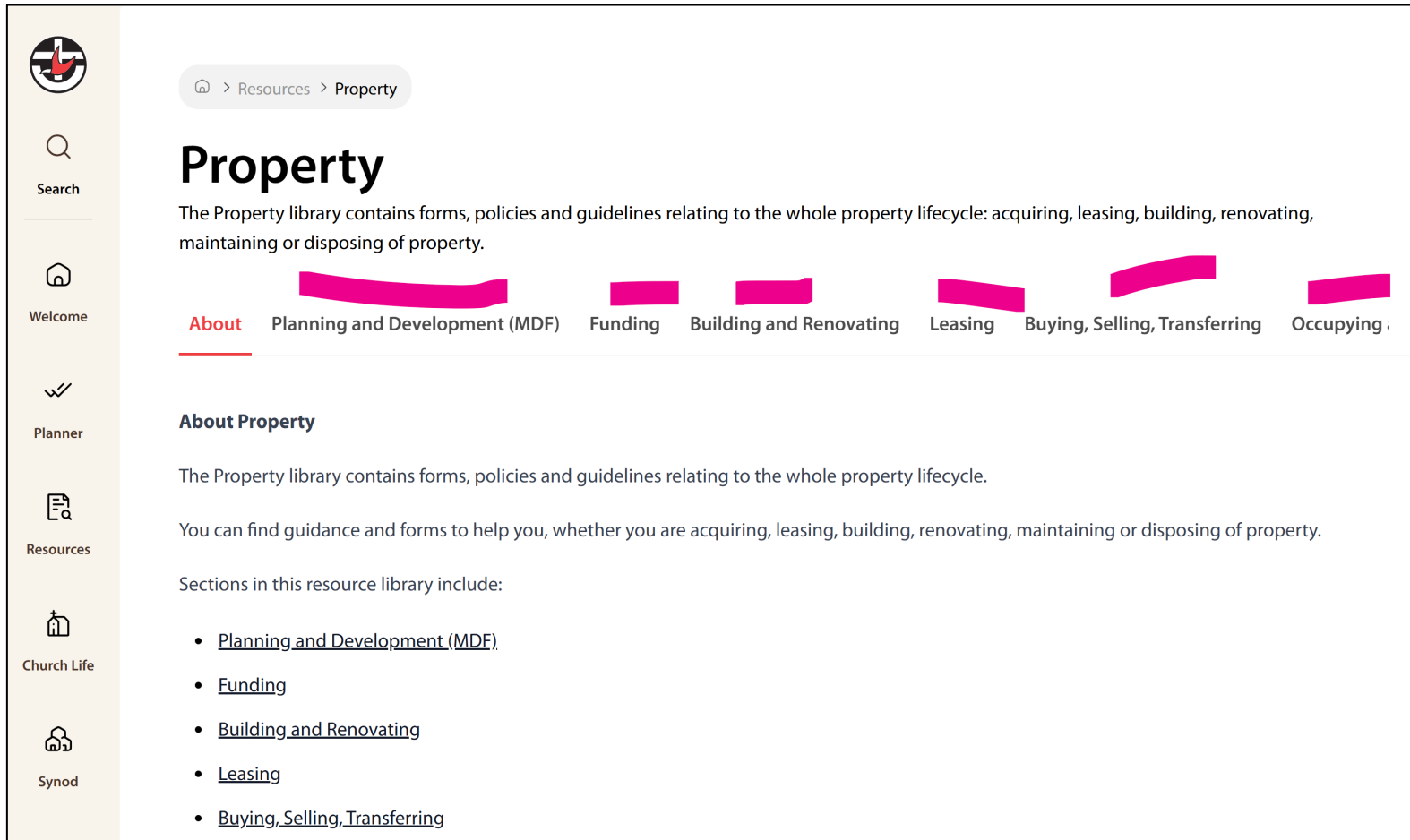
9. **Category** relates to the three sections in the main navigation.



10. **Group** relates to the sections under each Category.



11. Sub-group relates to the tabs.



The screenshot shows a web page for the 'Property' library. On the left is a vertical navigation menu with icons and labels: Search, Welcome, Planner, Resources, Church Life, and Synod. The main content area has a breadcrumb trail 'Resources > Property' and a large heading 'Property'. Below the heading is a descriptive paragraph: 'The Property library contains forms, policies and guidelines relating to the whole property lifecycle: acquiring, leasing, building, renovating, maintaining or disposing of property.' A horizontal tab bar contains seven tabs: 'About', 'Planning and Development (MDF)', 'Funding', 'Building and Renovating', 'Leasing', 'Buying, Selling, Transferring', and 'Occupying'. The 'About' tab is selected and highlighted with a red underline. Below the tabs, the 'About Property' section contains the same descriptive paragraph and a list of sections: 'Planning and Development (MDF)', 'Funding', 'Building and Renovating', 'Leasing', and 'Buying, Selling, Transferring'.

Resources > Property

Property

The Property library contains forms, policies and guidelines relating to the whole property lifecycle: acquiring, leasing, building, renovating, maintaining or disposing of property.

About Planning and Development (MDF) Funding Building and Renovating Leasing Buying, Selling, Transferring Occupying >

About Property

The Property library contains forms, policies and guidelines relating to the whole property lifecycle.

You can find guidance and forms to help you, whether you are acquiring, leasing, building, renovating, maintaining or disposing of property.

Sections in this resource library include:

- [Planning and Development \(MDF\)](#)
- [Funding](#)
- [Building and Renovating](#)
- [Leasing](#)
- [Buying, Selling, Transferring](#)