

# Opening Doors - Resource Register

## Quick Instruction Sheet Version 2



### Who should use this instruction sheet?

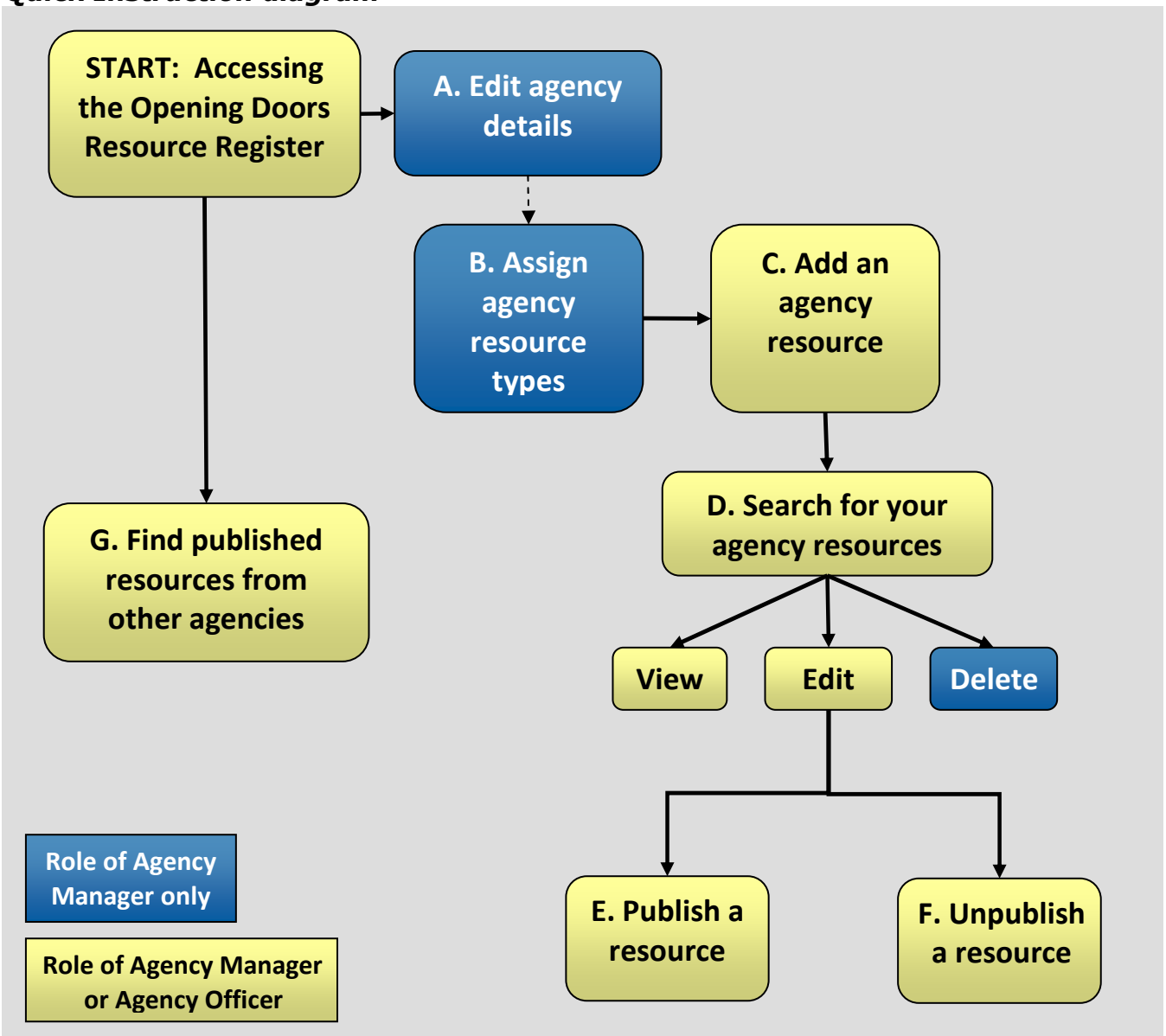
This instruction sheet is to assist homelessness agency staff to use the Opening Doors Resource Register.

### How is it used?

On the Quick Instruction diagram, identify an action you would like to achieve and use the reference letter to locate the corresponding Quick Instruction on the following page. Solid arrows indicate that the previous action must be completed before the following step is taken; dashed arrows indicate it is suggested the previous actions is completed before the following step is taken.

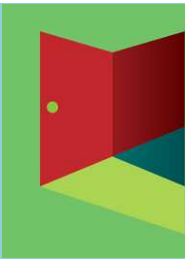
These instructions are taken from the *Opening Doors Resource Register Train the Trainer Manual (2010)*. Steps in blue can only be completed by staff registered as Agency Managers in the Opening Doors Resource Register application. Steps in yellow can be completed by staff registered as Agency Officers and Agency Managers.

### Quick Instruction diagram



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**Quick Instructions-** These instructions are taken from the *Opening Doors Resource Register Train the Trainer Manual (2010)*.

### **START: Accessing the Opening Doors Resource Register**

1. Access the DHS website, [www.dhs.vic.gov.au](http://www.dhs.vic.gov.au)
2. Click on the eBusiness login link
3. Enter your assigned username and password and tick to acknowledge that you agree to the terms and conditions of use
4. Click on the Login button
5. Select the Opening Doors - TRAIN icon for training or the Opening Doors – PRD for the live environment

#### **A. To edit/update agency details:**

1. Click Manage Agency on the button bar
2. Click the My Agency Details tab
3. Update data where applicable
4. Click the Save button

#### **B. Assign Agency Resource Types**

1. Click Manage Agency on the button bar
2. Click the Assign Agency Resource Types tab
3. Select the relevant Resource Category
4. Assign Resource Types as applicable by ticking boxes
5. Click on the Save button

#### *Handy to Know:*

A Resource Type cannot be unassigned until any resources attached to it have been deleted.

To unassign a Resource Type remove the tick next to the Resource Type and select Save.

#### **C. Add an agency resource**

1. Click Manage Agency on the button bar
2. Click Search
3. Click the Add New Resource button
4. Select the appropriate Resource Category
5. Click the Select button
6. Select the Resource Type, Target Group and Program
7. Tick the LASN/s to publish the resource to and tick the Entry Point/s for when you are ready to publish the resource
8. Enter Resource Details

9. Click on the Add button and view the confirmation message at the top of the screen. Record the Resource ID if necessary

#### *Handy to Know:*

Resources cannot be added until the Agency Manager has assigned Resource Categories and Types to choose from.

#### **D. Search for your agency resources and view details, edit or delete**

1. Click Manage Agency on the button bar
2. Enter either All, a Resource Category, a Resource Type, or the Resource ID
3. Click Search
4. Select the view details, edit or delete links

#### **E. Publish a resource**

1. Search for the resource (see instructions D)
2. Click the Edit link for the resource
3. Click on the Published checkbox so that it appears ticked
4. Click the Save button

#### **F. Unpublish a resource**

1. Search for the resource (see instructions D)
2. Click the Edit link for the resource
3. Click on the Published checkbox so that it appears blank
4. Select the Save button

#### **G. Find published resources from other agencies**

1. Click Find Resources on the button bar
2. Select region, LASN and agency, as relevant
3. Enter the Resource Category and any other relevant resource information
4. Select Search
5. View details