**Settings and navigation video transcript**

1

00:00:00.185 --> 00:00:03.485

In this video on how to use Keystone to author ordinance,

2

00:00:04.065 --> 00:00:05.205

we use a test system

3

00:00:05.465 --> 00:00:08.565

and test data to demonstrate the recommended settings

4

00:00:08.905 --> 00:00:10.485

and how to navigate the system.

5

00:00:12.335 --> 00:00:13.795

Access the authoring system

6

00:00:14.055 --> 00:00:16.155

by selecting the Go-to authoring link on

7

00:00:16.155 --> 00:00:17.235

the amendment details.

8

00:00:17.255 --> 00:00:21.515

Screen in amendment tracking or users can click the link

9

00:00:21.835 --> 00:00:23.115

provided in the ordinance ready

10

00:00:23.215 --> 00:00:25.035

for editing email notification,

11

00:00:25.615 --> 00:00:28.595

or use a direct link to the Keystone authoring system.

12

00:00:30.435 --> 00:00:33.575

In this example, we are accessing Keystone from the

13

00:00:33.575 --> 00:00:34.775

link in amendment tracking.

14

00:00:36.225 --> 00:00:40.295

Users will need to log to Keystone Department.

15

00:00:40.295 --> 00:00:42.855

Staff can click on the single sign-on option.

16

00:00:43.895 --> 00:00:46.425

When logged in, the user will be navigated

17

00:00:46.425 --> 00:00:48.545

to the amendment folder in Keystone.

18

00:00:48.565 --> 00:00:53.325

In browse mode, the amendment folder will be listed within

19

00:00:53.345 --> 00:00:55.325

the active folder under the user's group.

20

00:00:56.335 --> 00:00:59.075

The amendment folder gets created on the first save

21

00:00:59.095 --> 00:01:00.835

and submission of selected ordinance.

22

00:01:00.835 --> 00:01:02.635

Changes from amendment tracking.

23

00:01:03.695 --> 00:01:06.155

An interim published sub folder will be used

24

00:01:06.155 --> 00:01:07.395

to store all folders

25

00:01:07.655 --> 00:01:10.195

and files related to interim publish requests.

26

00:01:11.185 --> 00:01:14.575

These requests are PDFs of ordinance with proposed changes

27

00:01:15.235 --> 00:01:17.135

and can include tracked change versions.

28

00:01:18.205 --> 00:01:20.265

In this example, we are also seeing a

29

00:01:20.545 --> 00:01:21.625

health check sub folder.

30

00:01:22.715 --> 00:01:23.815

The files that we see

31

00:01:23.815 --> 00:01:26.495

by default in an amendment folder can be filtered.

32

00:01:27.705 --> 00:01:30.425

Applying a filter to the view makes it easier for the user

33

00:01:30.445 --> 00:01:32.625

to navigate quickly to the document file.

34

00:01:33.635 --> 00:01:35.855

The default view of files listed can be changed,

35

00:01:35.995 --> 00:01:38.975

so only files, images, and documents are seen.

36

00:01:40.015 --> 00:01:42.115

It is the document that you want to open

37

00:01:42.175 --> 00:01:44.275

to edit proposed changes in ordinance.

38

00:01:45.535 --> 00:01:48.095

Clicking on the document file type opens the amendment

39

00:01:48.535 --> 00:01:50.015

document in a new editor tab.

40

00:01:50.945 --> 00:01:53.645

Whilst in the editor tab, we can see buttons

41

00:01:53.645 --> 00:01:55.245

and tabs along the top of the screen.

42

00:01:56.385 --> 00:01:58.985

Clicking interim publish will open the module used

43

00:01:59.145 --> 00:02:01.825

to generate ordinance documents in final form.

44

00:02:02.835 --> 00:02:05.935

The published tab is where users can create a snapshot

45

00:02:06.235 --> 00:02:08.335

or PDF of the amendment document.

46

00:02:09.375 --> 00:02:11.835

The metadata tab is not widely used

47

00:02:12.855 --> 00:02:15.995

if available under the user's profile, it lists code

48

00:02:16.015 --> 00:02:19.315

and additional data that is used in processing the proposed

49

00:02:19.315 --> 00:02:20.555

changes to ordinance.

50

00:02:24.515 --> 00:02:26.935

The document structure is available on the

51

00:02:26.935 --> 00:02:28.015

top left of the screen.

52

00:02:29.205 --> 00:02:30.445

Clicking the arrow on the left

53

00:02:30.445 --> 00:02:33.605

of document structure will expand the table of contents.

54

00:02:34.635 --> 00:02:37.165

Expanding the table of contents enables the user

55

00:02:37.185 --> 00:02:39.725

to easily see the items under each planning scheme.

56

00:02:40.225 --> 00:02:42.445

The system notes section title,

57

00:02:42.705 --> 00:02:44.925

and the content for each ordinance item.

58

00:02:46.345 --> 00:02:47.755

Each system note details.

59

00:02:47.895 --> 00:02:50.355

The instruction applied to the ordinance change

60

00:02:51.455 --> 00:02:53.955

if the ordinance is being moved, created,

61

00:02:54.415 --> 00:02:55.875

or included in the planning scheme.

62

00:02:56.145 --> 00:02:58.595

Details of the positioning will also be shown.

63

00:02:59.805 --> 00:03:01.865

The system notes should never be changed.

64

00:03:03.085 --> 00:03:05.825

Use the ordinance changes tool in amendment tracking

65

00:03:05.925 --> 00:03:07.145

to change instructions.

66

00:03:08.685 --> 00:03:10.385

The section title shows the number

67

00:03:10.605 --> 00:03:11.985

and naming of the ordinance.

68

00:03:13.045 --> 00:03:15.105

The section title can be edited if needed.

69

00:03:15.765 --> 00:03:18.235

If updating the number, you may also need

70

00:03:18.235 --> 00:03:21.835

to update the ordinance position using the ordinance changes

71

00:03:21.985 --> 00:03:23.315

tool in amendment tracking.

72

00:03:24.685 --> 00:03:26.465

It is the content part of the document

73

00:03:26.465 --> 00:03:29.985

where users can edit ordinance, text, images, tables,

74

00:03:29.985 --> 00:03:33.455

and the like when modifying or moving ordinance.

75

00:03:34.215 --> 00:03:36.495

A copy of the content taken from the master copy

76

00:03:36.495 --> 00:03:38.415

of the planning scheme is made

77

00:03:38.615 --> 00:03:40.135

available at the point in time.

78

00:03:40.315 --> 00:03:42.695

The ordinance instruction was submitted through

79

00:03:42.695 --> 00:03:43.695

to the authoring system.

80

00:03:46.175 --> 00:03:48.795

If a new schedule is being inserted into the planning

81

00:03:48.815 --> 00:03:51.115

scheme, the document will include the

82

00:03:51.315 --> 00:03:52.435

selected schedule template.

83

00:03:53.425 --> 00:03:56.005

The schedule template includes placeholder text

84

00:03:56.005 --> 00:03:57.205

for the schedule header,

85

00:03:57.305 --> 00:04:01.675

and each schedule section ordinance Instructions

86

00:04:01.705 --> 00:04:04.915

that are deleting ordinance from the planning scheme can be

87

00:04:04.915 --> 00:04:06.795

found at the end of the document structure.

88

00:04:09.425 --> 00:04:10.725

Use the search capability

89

00:04:10.905 --> 00:04:13.125

to easily locate a section of ordinance.

90

00:04:14.215 --> 00:04:16.835

In this example, we are looking for the section related

91

00:04:16.835 --> 00:04:21.515

to the schedule to clause 72.0 for incorporated documents.

92

00:04:24.455 --> 00:04:25.655

Clicking the arrow to the right

93

00:04:25.655 --> 00:04:28.335

of the document structure will hide the listings

94

00:04:28.335 --> 00:04:30.415

so we can see more content on the screen.

95

00:04:31.975 --> 00:04:35.075

To unlock the content and update text, click edit.

96

00:04:35.995 --> 00:04:37.725

When the content is being edited,

97

00:04:38.065 --> 00:04:39.885

you'll see thin blue lines on either

98

00:04:39.955 --> 00:04:41.205

side of the select content.

99

00:04:42.835 --> 00:04:45.155

You'll also see the selected content colored

100

00:04:45.155 --> 00:04:47.715

with a bright blue background with an edit icon.

101

00:04:50.355 --> 00:04:54.005

Only one content item can be unlocked and edited at a time.

102

00:04:55.045 --> 00:04:57.905

You'll be alerted to a section still being edited if you

103

00:04:57.965 --> 00:04:59.145

try to edit another item.

104

00:04:59.815 --> 00:05:02.845

When editing the content, you will see the toolbar.

105

00:05:02.955 --> 00:05:04.845

That includes key functions such

106

00:05:04.845 --> 00:05:09.165

as inserting a new table image or note box, undo

107

00:05:09.165 --> 00:05:12.005

or redo changes and formatting functions such

108

00:05:12.005 --> 00:05:13.605

as applying a bold text style

109

00:05:14.185 --> 00:05:17.245

or a specific heading style are available from the toolbar.

110

00:05:18.155 --> 00:05:20.695

The formatting options available depend on

111

00:05:20.695 --> 00:05:23.895

where your cursor is positioned in the content being edited.

112

00:05:24.945 --> 00:05:27.725

For example, to insert a new row into this table,

113

00:05:28.105 --> 00:05:30.165

we must first click the cursor in the table,

114

00:05:30.595 --> 00:05:32.245

then open the table controls

115

00:05:32.245 --> 00:05:33.965

that are available from the toolbar

116

00:05:34.185 --> 00:05:35.685

and select the required option.

117

00:05:37.015 --> 00:05:40.195

At the right of the screen, there is a dynamic actions menu.

118

00:05:41.245 --> 00:05:43.625

The menu options available depend on

119

00:05:43.625 --> 00:05:45.385

where the cursor is positioned in the

120

00:05:45.385 --> 00:05:46.705

content whilst editing.

121

00:05:47.765 --> 00:05:48.825

For users who want

122

00:05:48.825 --> 00:05:51.065

to focus on a single selected content item,

123

00:05:51.475 --> 00:05:53.985

click on the open content in new tab option.

124

00:05:54.895 --> 00:05:56.705

This will open the content in a new

125

00:05:56.705 --> 00:05:59.365

Browser tab where the user can make edits.

126

00:06:00.285 --> 00:06:02.575

When complete, the user can confirm the changes.

127

00:06:02.685 --> 00:06:05.615

Then close the browser tab to return to the document.

128

00:06:06.695 --> 00:06:08.755

To see the confirmed changes in the document,

129

00:06:09.175 --> 00:06:11.395

the user will need to refresh the webpage.

130

00:06:12.425 --> 00:06:14.695

Don't forget to expand the menu sections

131

00:06:14.695 --> 00:06:16.215

to see additional options.

132

00:06:17.465 --> 00:06:19.095

Under the settings menu option,

133

00:06:19.345 --> 00:06:21.255

users can update the document view.

134

00:06:22.325 --> 00:06:25.425

For example, checking on the show boundaries option will

135

00:06:25.425 --> 00:06:27.865

provide the user with a view of the paragraph boxes

136

00:06:28.285 --> 00:06:29.305

and heading styles.

137

00:06:33.075 --> 00:06:35.815

The show controls options enables the hidden controls

138

00:06:35.815 --> 00:06:38.855

where users can quickly add or delete paragraphs

139

00:06:39.315 --> 00:06:40.775

or other items in the content.

140

00:06:42.735 --> 00:06:44.275

Always remember to confirm

141

00:06:44.455 --> 00:06:46.475

or discard changes made to the content

142

00:06:46.735 --> 00:06:49.555

before moving onto another section or logging out.

143

00:06:52.075 --> 00:06:54.065

There is further inapt guidance available

144

00:06:54.245 --> 00:06:56.425

by selecting the help option located at the

145

00:06:56.425 --> 00:06:57.465

top right of the screen.

146

00:06:58.585 --> 00:07:00.295

Users can enter a keyword

147

00:07:00.315 --> 00:07:02.215

or phrase to search for specific guidance.

148

00:07:02.685 --> 00:07:04.495

Then follow the onscreen prompts.

149

00:07:05.945 --> 00:07:09.035

Once all changes have been saved, users will need

150

00:07:09.035 --> 00:07:11.275

to run an interim publish to see the ordinance

151

00:07:11.385 --> 00:07:14.155

with proposed changes in final form and content

152

00:07:15.275 --> 00:07:18.455

or users can generate a quick publish to check formatting

153

00:07:18.455 --> 00:07:19.695

of a selected ordinance.

154

00:07:20.835 --> 00:07:22.895

To do this, select the section title

155

00:07:23.035 --> 00:07:25.095

and expand the publish options listed

156

00:07:25.105 --> 00:07:26.335

under the actions menu.

157

00:07:27.285 --> 00:07:29.075

Click on the publish section option.

158

00:07:30.005 --> 00:07:32.855

When the download option is available, click on it

159

00:07:32.855 --> 00:07:33.935

to download the document.

160

00:07:37.155 --> 00:07:40.295

The PDF can then be open to view the formatted changes.

161

00:07:42.445 --> 00:07:45.385

For it, technical assistance, or further information.

162

00:07:45.695 --> 00:07:49.945

Contact planning support at transport vic gov au.