**Using Keystone in-app guidance video transcript**

1

00:00:00.155 --> 00:00:03.175

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

2

00:00:03.635 --> 00:00:06.055

we show users where they can access in-app guidance

3

00:00:06.115 --> 00:00:07.455

for help with using the system.

4

00:00:10.475 --> 00:00:14.245

With an amendment document open users can access the in-app

5

00:00:14.485 --> 00:00:17.045

guidance available from the help option located at

6

00:00:17.045 --> 00:00:18.085

the top right of the screen.

7

00:00:19.165 --> 00:00:21.275

Users can then enter a key word

8

00:00:21.375 --> 00:00:23.475

or phrase to search for specific guidance

9

00:00:23.935 --> 00:00:25.715

and follow the onscreen prompts.

10

00:00:29.035 --> 00:00:32.535

In this example, we are using the available guidance on how

11

00:00:32.535 --> 00:00:35.575

to insert a row into a table, then following

12

00:00:35.575 --> 00:00:38.255

and clicking through the step by step onscreen guidance.

13

00:00:42.105 --> 00:00:44.325

The guidance is generic to the Keystone product,

14

00:00:45.025 --> 00:00:46.685

so it may not include all

15

00:00:46.685 --> 00:00:49.605

of the customized functionality made available when

16

00:00:49.605 --> 00:00:51.765

authoring ordinance of a planning scheme.

17

00:00:54.465 --> 00:00:56.125

For it, technical assistance

18

00:00:56.145 --> 00:00:57.285

or further information,

19

00:00:57.595 --> 00:01:01.765

contact planning support@transportvic.gov au.