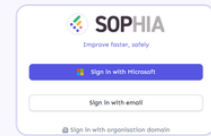


## Your Quick Guide to Access Governance Documents

1

### Log in

Open SOPHIA and select **Login with Microsoft** (single sign-on with your Health service account). No separate SOPHIA username or password needed.



2

### Find your document

Go to **Governance Documents** in the sidebar. Use the search bar or filters to find what you need — by name, category or keyword / tag. Results are ranked by relevance. Matches in the document title appear first, followed by matches in the document content and tags.

#### Governance Documents

Search for a published policy, guideline or other governance document

Department / ...

3

### Open and read it

Click the document name or the play icon to open the viewer. Read it in full or use it for quick reference — whatever suits what you need it for.

4

### Acknowledge it (if needed)

If you've been asked to acknowledge a document — or you've checked it and want a record — tick **"I acknowledge that I read and understood this document"** and select **Submit**.

☐ I acknowledge that I read and understood this document

## WHILE YOU'RE VIEWING A DOCUMENT

Depending on the document settings and related information, you may be able to:



#### Contact the author

Have feedback or a question about the content? Message the document author directly.



#### Access external links

Open any relevant external links.



#### Download PDF

Save a copy to read or print. Make sure you discard the copy when you no longer need it and return to SOPHIA for the latest version.



#### Access relevant documents

Access supporting files you may need to download, print or use.



#### Share to view

Copy a permalink to the document — it always opens the latest published version.



#### Go to linked processes

Jump to relevant interactive processes or checklists. These may not be available from the start, as they will be developed over time

#### COMING SOON

SOPHIA also includes **Processes** — guided, step-by-step workflows and checklists built for your organisation. A follow-up training guide will be issued as this is rolled out at your organisation.



#### Need a hand?

Trouble logging in, or have questions about SOPHIA? Contact your organisation's designated SOPHIA representative.