

ORDA Agency User Guide 2

Navigating in ORDA

Navigation methods within ORDA include hyperlinks, buttons, and tabs.

- Hyperlinks are underlined blue or black text, and when hovered over the underline disappears.
- Buttons are rectangular, and when hovered over change colour from grey to mustard
- Tabs are displayed in the view menu across the top of the screen, with the tab currently being viewed white and others grey. When hovered over grey tabs change colour to mustard.



1.1 Retention and Disposal Authorities

When you log on to ORDA you will default to the 'Retention and Disposal Authorities' Tab



This view will display any RDA's for which you have a responsibility. You can access the individual RDA by clicking on hyperlinks displayed in the right hand columns.

The RDA list can be re-sorted (into ascending or descending order) by clicking on column headings RDA number, Agencies, Type, Title, or Status. It is also possible to jump directly to an RDA by entering Title keywords into the search window and selecting the appropriate RDA from the resulting drop down list.

1.2 Search

Clicking on the search tab will open a view that allows you to search across ORDA



The screenshot shows the 'Search Retention & Disposal Authorities' page. At the top, there is a navigation bar with tabs for 'Home', 'Retention & Disposal Authorities', 'Search', and 'Help'. The 'Search' tab is active. Below the navigation bar, the page title is 'Search Retention & Disposal Authorities'. The main content area contains a search form with the following fields:

- RDA Title:
- Agencies:
- DisposalAuthorityType:
- Search for a Precedent:
- Keyword:
- Search In:

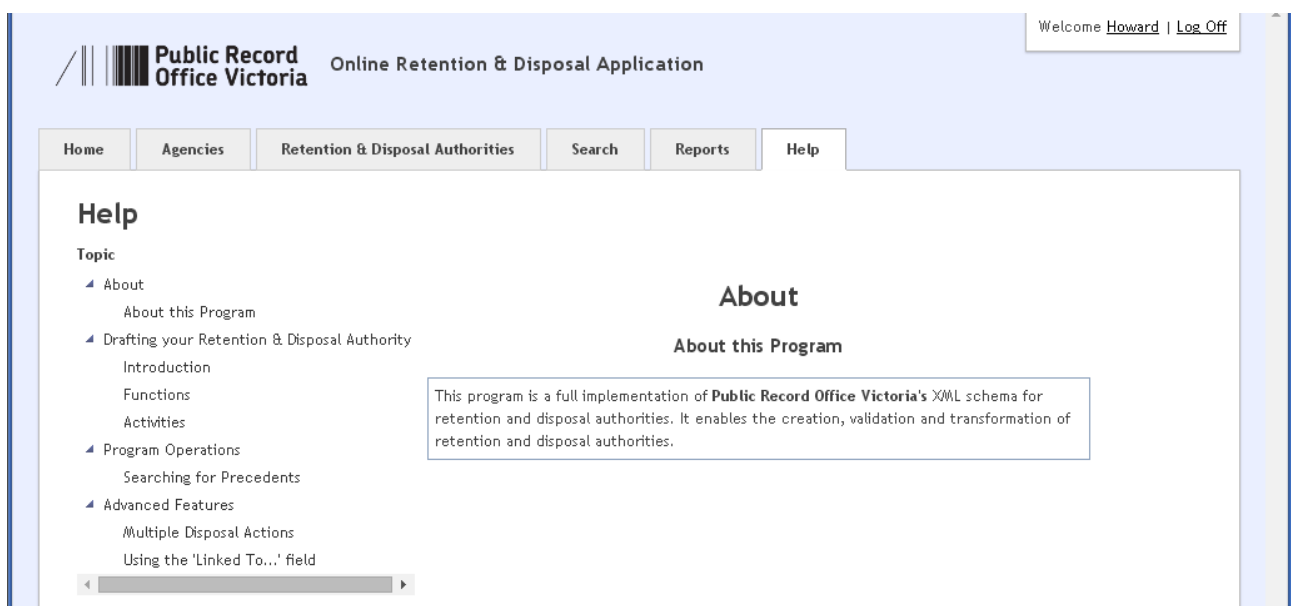
At the bottom of the search form, there are 'Search' and 'Clear' buttons.

It is possible to search for:

- RDA's by entering keywords in the Title, &/or by Agency or by type of RDA using drop boxes
- Precedents using keywords present in the RDA's Term/Class Titles &/or Descriptions. See the Help view or User Guide 7 for more information on searching for precedents.

1.3 Help

Clicking on the Help tab will open a view to display ORDA's inbuilt help topics



The screenshot shows the 'Help' page. At the top, there is a navigation bar with tabs for 'Home', 'Agencies', 'Retention & Disposal Authorities', 'Search', 'Reports', and 'Help'. The 'Help' tab is active. Below the navigation bar, the page title is 'Help'. The main content area contains a list of help topics on the left and a detailed view of the 'About' topic on the right.

Help

Topic

- ▲ About
 - About this Program
- ▲ Drafting your Retention & Disposal Authority
 - Introduction
 - Functions
 - Activities
- ▲ Program Operations
 - Searching for Precedents
- ▲ Advanced Features
 - Multiple Disposal Actions
 - Using the 'Linked To...' field

About

About this Program

This program is a full implementation of **Public Record Office Victoria's** XML schema for retention and disposal authorities. It enables the creation, validation and transformation of retention and disposal authorities.

Clicking on the appropriate heading under the help topics on the left hand side of the view will provide relevant content in the text box on the right hand side. The example above displays the help text for 'About this Program'

1.4 More information

For more information on using ORDA go to:

<https://prov.vic.gov.au/recordkeeping-government/learning-resources-tools/orda>

For a step-by-step advice on developing an RDA go to:

<https://prov.vic.gov.au/recordkeeping-government/how-long-should-records-be-kept/rda-development-step-by-step>

For further information regarding disposal go to:

<https://prov.vic.gov.au/recordkeeping-government/how-long-should-records-be-kept>

Should you require further assistance or advice with ORDA, or the Retention and Disposal of public records, email the PROV Appraisal and Documentation team at: agency.queries@prov.vic.gov.au