Reference Guide

Governors
Managing Establishments in v4 Client

Establishments can be managed in both v4 Online and v4 Client.

NOTE: Accessing Governors via v4 Online offers the best performance to users.

To access Governor establishments via v4 Client, select Menu: **Focus | Governors | Governors Establishment.**

Adding/Searching for an Establishment

In the **Establishment Enquiry** panel, you can add a new establishment or search for an existing establishment.
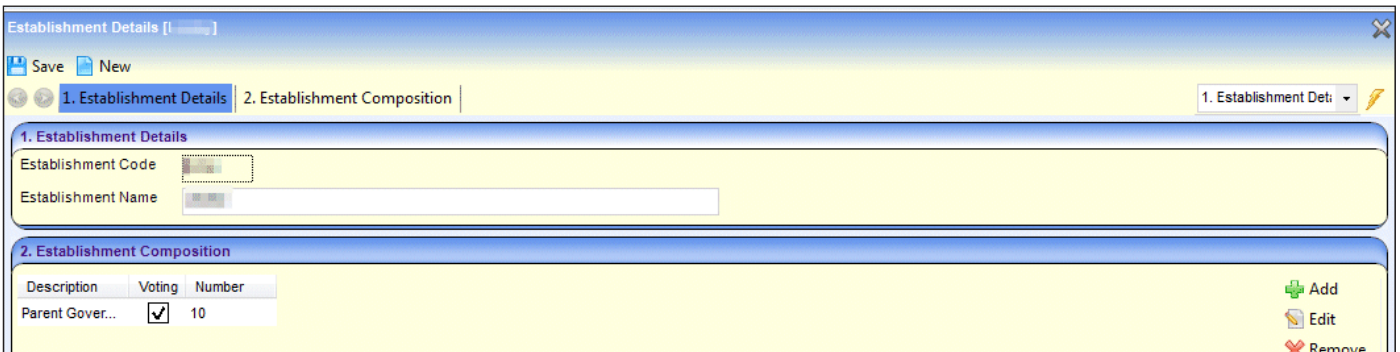
To add a new establishment, click the **New** button.

To search for an existing establishment, populate the search fields and click the **Search** button. The results of the search are displayed in the list at the bottom. To search for all establishments, leave the **Establishment Code** and **Establishment Name** fields blank.
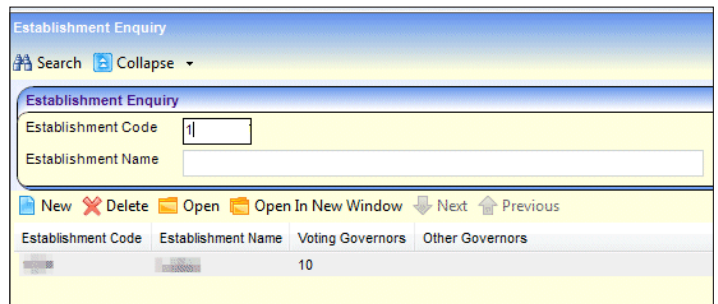
Amending an Establishment

To amend an existing establishment, highlight the required record and click the **Open in New Window** button, or double-click on the record, to display the **Establishment Details** page.

In the **Establishment Composition** panel, highlight a record and click the **Edit** button to update, or click the **Add** button to add a new governor type for this establishment.

Select **Description** from the drop-down list of governor types (*Lookup table 0118*). Enter the **Number** of this type of governor. The **Voting** check box is automatically selected or de-selected depending on the governor type. Click the **Save** button.

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