

Governors

Managing Establishments in v4 Online

NOTE: Establishments can be managed in both v4 Online and v4 Client. Accessing Governors via v4 Online offers the best performance to users.

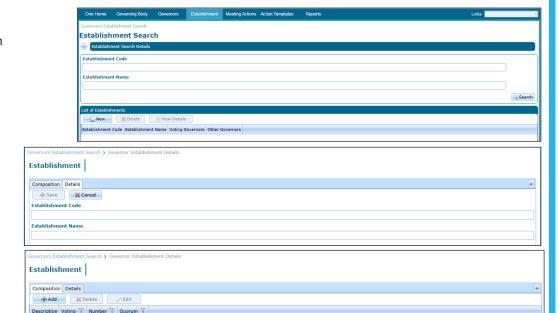
To access Governors establishments in v4 Online, select the Establishments tab.

In the **Establishment Search** panel, you can add a new establishment or search for an existing establishment.

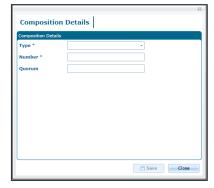
To add a new establishment:

- Click the New button to display the Establishment page.
- 2. Enter an Establishment Code
- 3. Enter an **Establishment** Name.
- 4. Click the Save button.
- 5. Select the **Composition**
- Click the Add button to display the Composition Details dialog.

Adding an Establishment



- 7. Select a **Type** for the type of governor (Lookup Table ID: 0118).
- 8. Enter a **Number** for this type of governor.
- 9. If required, enter a **Quorum** for this governor type.
- 10. Click the Save button.



Updating an Establishment Name

- In the Establishment Search panel, enter search criteria and click the Search button.
- Select an establishment in the list and click the View Details button to display the Establishment page.
- 3. Select the **Details** tab.
- Enter an Establishment Name.
- 5. Click the Save button.

Governors Establishmen			
Establishment	t Search		
Establishment Sear	ch Details		
List of Establishments			
New X Delete View Details			
Establishment Code 🔻	Establishment Name 7	Voting Governors 🏋	Other Governors 🔻
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LEAG1	STATE OF STREET	18	1
LEAG2	Street, St. St.	14	1
LA1	and the second		
LT1	decree 1	9	
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1

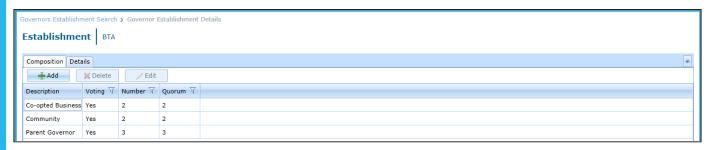


Governors

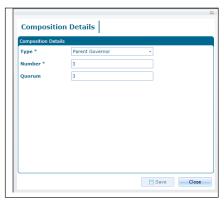
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Updating Establishment Composition

- 1. In the Establishment Search panel, enter search criteria and click the Search button.
- Select an establishment in the list and click the View Details button to display the Establishment page.
- 3. Select the Composition tab.



- 4. If required, amend the details on the Composition tab as follows:
 - Select a governor type and click the Edit button to display the Composition Details.
 - b. Select a new Type from the drop-down.
 - c. Enter a new **Number** for this type of governor.
 - d. Enter a Quorum for this type of governor.
 - e. Click the Save button.
- 5. If required, add a new governor type for this establishment as follows:
 - Select a governor type and click the Edit button to display the Composition Details.
 - b. Select a new **Type** from the drop-down.
 - c. Enter a new **Number** for this type of governor.
 - d. Enter a **Quorum** for this type of governor.
 - e. Click the Save button.
- 6. If required, remove a record from the **Composition** tab as follows:
 - a. Highlight a record.
 - b. Click the **Delete** button to display a confirmation message.
 - c. Click the **Yes** button.





Related Reference Guides:

- Primary Navigation
- Amend a Governing Body
- Create an Appointment
- Add a Committee
- Manage Meetings
- Edit Governor Details

