



Document ID GL-User Guide

Version Date 27.11.2020

Version 2.0

USER GUIDE

How to upload Standard Operating Procedure (SOP) document?



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1 Introduction

This is a guideline document that will assist users in uploading SOP articles.

1.1 Purpose and Scope

- **In Scope**
This guideline document is for all users who to contribute or upload any SOP article
- **Out of Scope**
Users who doesn't have access to VAL portal

1.2 Intended Audience

All VAL user

2 General Document Information

Technology Shared Service Centre
Integrated Quality Management System (IQMS)



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2.1 System Overview

VAL-Vodafone Asset Library is the one-stop shop for all Knowledge Management activities across TSS, where users can come together to contribute, share, collaborate and use various knowledge articles in their day-to-day work. This portal can store big data like audio and video files apart from the normal documents.

Authorized Used Permission

All VAL Users

2.2 Points of Contact

Admin-tssc-VAL@vodafone.com

3 Acronyms

Term	Definition
SOP	Standard Operating Procedure

4 Describing the System

4.1 Key Features

NA

4.2 Environment

NA

5 Installing, Starting and Stopping the System/Tool

Login to VAL by typing <https://vodafoneassetlibrary.vodafone.com>

5.1 Access Control

Anyone who have access to VAL will be able to contribute any SOP article. Having basic VAL access is a prerequisite.

5.2 User Access Levels



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NA

6 Step by Step Instructions for using the system/Tool

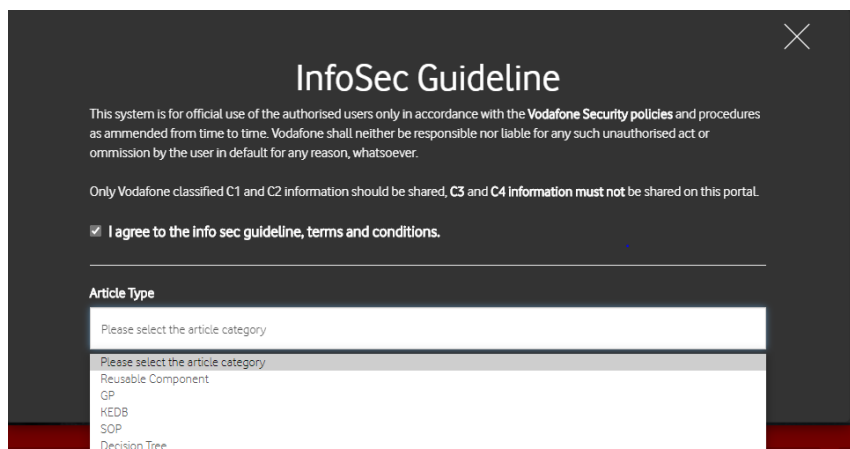
- Begin sharing your knowledge, with your colleagues, by using the contribute feature of VAL. Click on contribute button at the home page to get started.



- The content to be uploaded has to follow the InfoSec guidelines, and the author needs to ensure, that the information shared doesn't fall into Vodafone classified C3 and C4 categories.



- Select the article category where you want to contribute your article,
- To upload SOP article, click on the SOP category from the article type dropdown.






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- SOP form is now open
- Enter the name of the article you are sharing.

Article Name* 

- In the description field, provide a vivid description about the article explaining what it does and how it should be used.

Description* 


- Add the link of the site where the actual document is stored. To get the link, go to the site where the document is stored. Right click on the document and copy the link. Paste this link in the URL field.

URL* 
 

- Next provide a description of the link, for example “Click here to access the document” in the URL description section

URL Description* 

- In the keyword field, add specific keyword t to make your article more searchable. You can add multiple keywords separated by commas

Keywords* 

- Tag the article as per its relevance for center, service line, service name, technology and entity



- The privacy option available here, allows you to restrict the view of the article. But we encourage you, to share your knowledge with everyone and not restricting them to a smaller audience.
- You need to save your article by clicking on save button.

- To process the article, press continue.
- Preview your article to see how anyone accessing it will see it. To edit the article, click on the back button.



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Preview

Enter the Name of the SOP Article

[Avishek Misra](#)

Modified on: 04/07/2019 12:45 PM

Article Type

SOP

Description

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

URL

[Click here to access the link](#)

Created on

04/07/2019 12:45 PM

Entity

India

Center

TSS

Service Line

TSS-HTD-BizX

Service

Business Excellence-KM

Technology

Other

Keywords

Test

- Click on submit when you are sure.

7 Revision History

Document Owner: SharePoint Team

Version No	Date of Revision	Description Of Change	Reason for Change	Affected Sections	Author/Modified By	Reviewed /Approved By
0.1	5.11.2018	Created the first draft	NA	NA	Sayan.banerjee@vodafone.com	Navin.verma02@vodafone.com
1.0	07.4.2019	Updated the Point of contact in 2.3. Updated contribute image and preview image in Point 6.	Changes due to change in tool name	2.3 and 6	Avishek.misra@vodafone.com	Shashikant.Dubey2@vodafone.com Navin.verma02@vodafone.com



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2.0	27.11.2020	Updated section 1.2,2.2 and 3.	Changes due to new development	Updated section 1.2,2.2 and 3.	Avishek.misra@vodafone.com	Shashikant.Dubey2@vodafone.com Navin.verma02@vodafone.com
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