



MahiTahi LG Collaboration Portal



ENGAGE

with your peers in other councils



SHARE

resources – files, ideas, projects



COLLABORATE

on documents in real time



INITIATE

partnerships



BENEFIT

from others' experience and reduce duplication

Accessing the Collaboration Portal



EMAIL YOUR REQUEST TO JOIN

Email your request to join the Collaboration Portal to support@boplass.govt.nz



RECEIVE INVITATION

Once you have been added to the Collaboration Portal directory, you receive an automated email from Microsoft Teams



SIGN IN

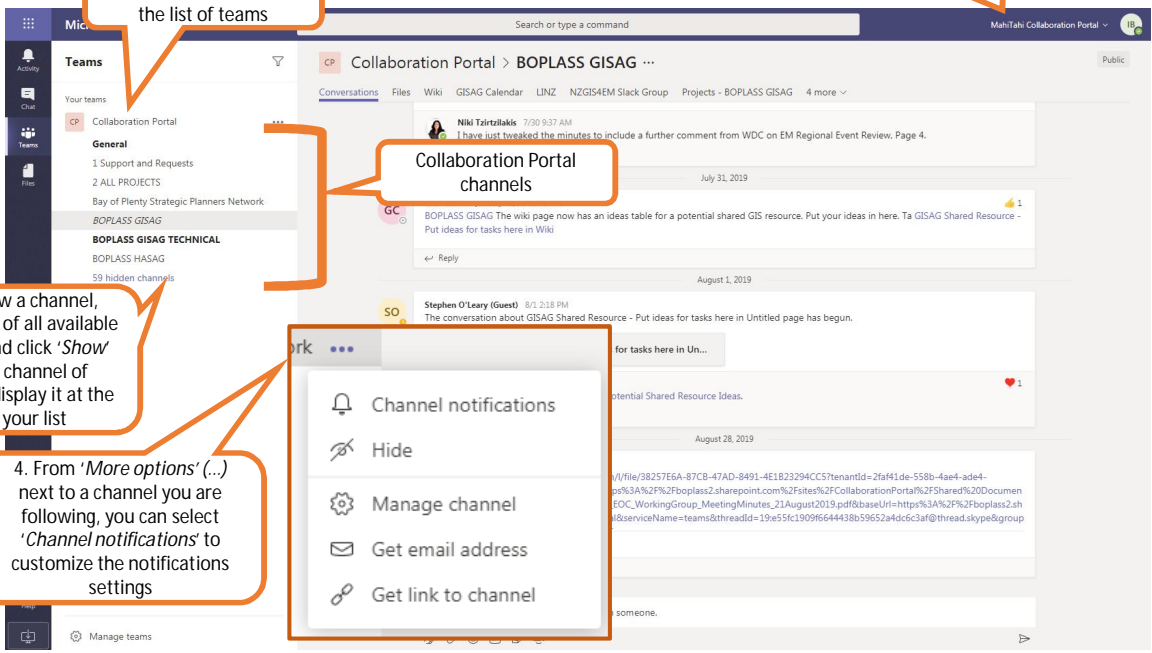
Follow the prompt in the invitation email and sign in using your O365 credentials (usually your council email address and password)



ACCESS IN TEAMS

Access the Collaboration Portal at any time from either the Teams App or online <https://teams.microsoft.com>

Following channels of interest



1. Look for the 'Collaboration Portal' in the list of teams

2. If you do not see Collaboration Portal on the list of teams, make sure it is selected here

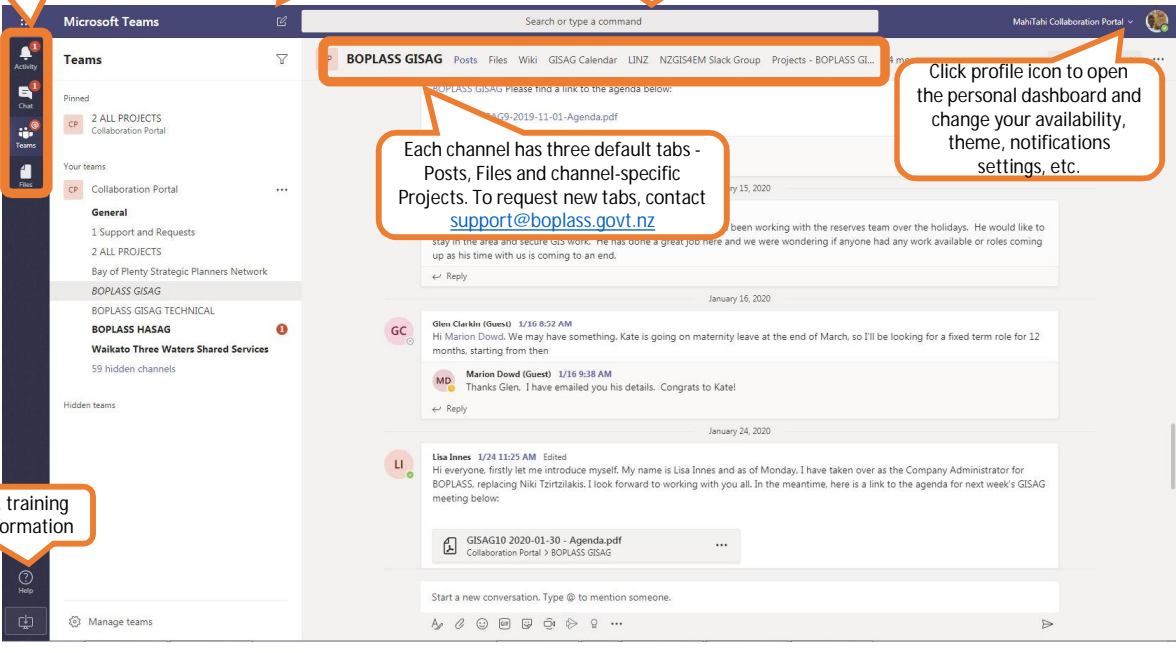
3. To follow a channel, open the list of all available channels and click 'Show' next to a channel of interest to display it at the top of your list

4. From 'More options' (...) next to a channel you are following, you can select 'Channel notifications' to customize the notifications settings

Collaboration Portal channels

- Channel notifications
- Hide
- Manage channel
- Get email address
- Get link to channel

Finding your way around



Switch between functions and see your notifications

Start a private chat

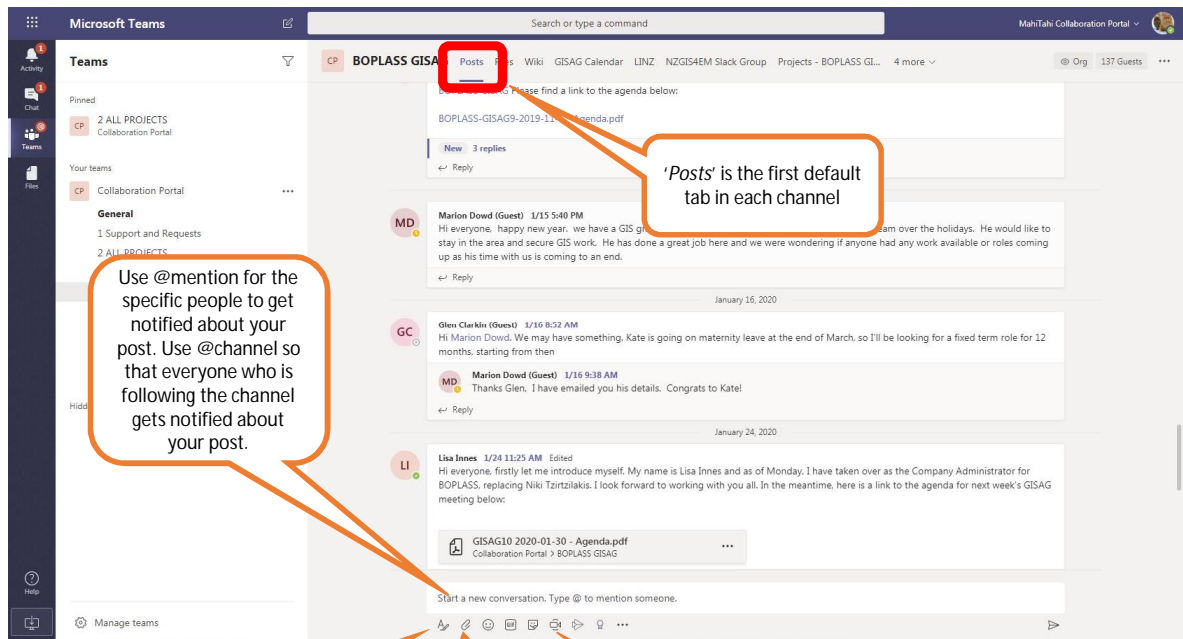
Search for messages and people. See available commands by typing '/'.

Click profile icon to open the personal dashboard and change your availability, theme, notifications settings, etc.

Each channel has three default tabs - Posts, Files and channel-specific Projects. To request new tabs, contact support@boplass.govt.nz

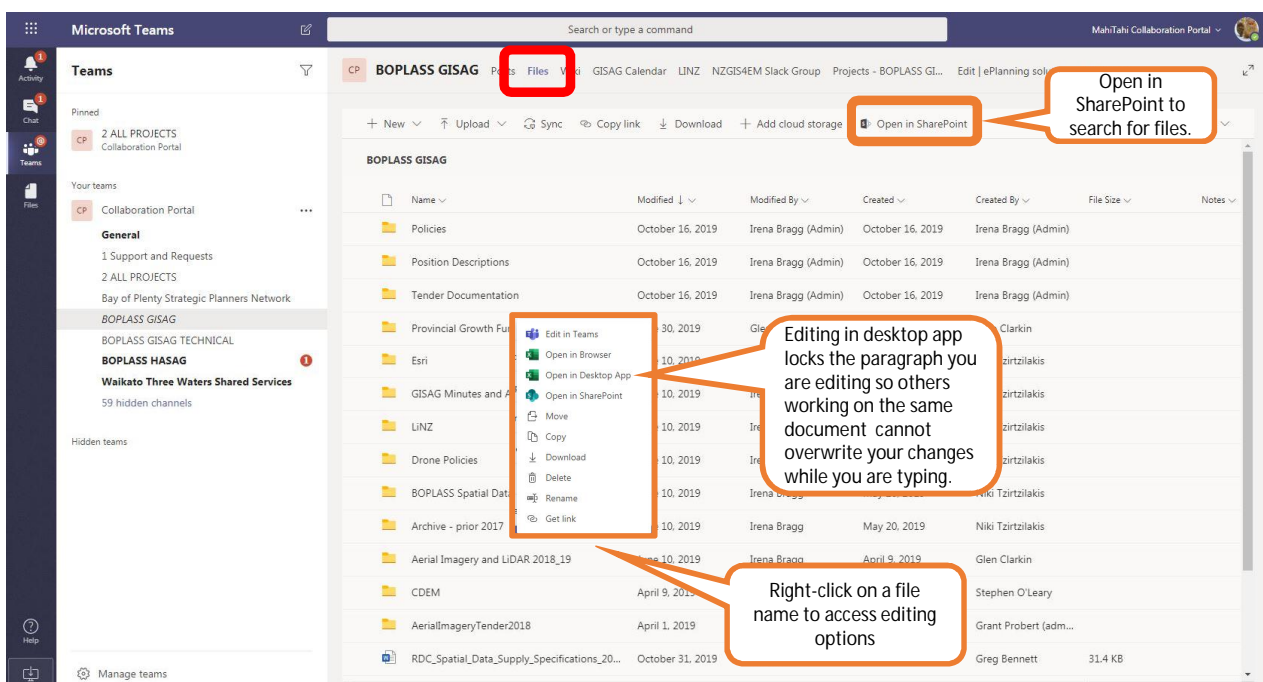
Microsoft help, training and updates information

Posts

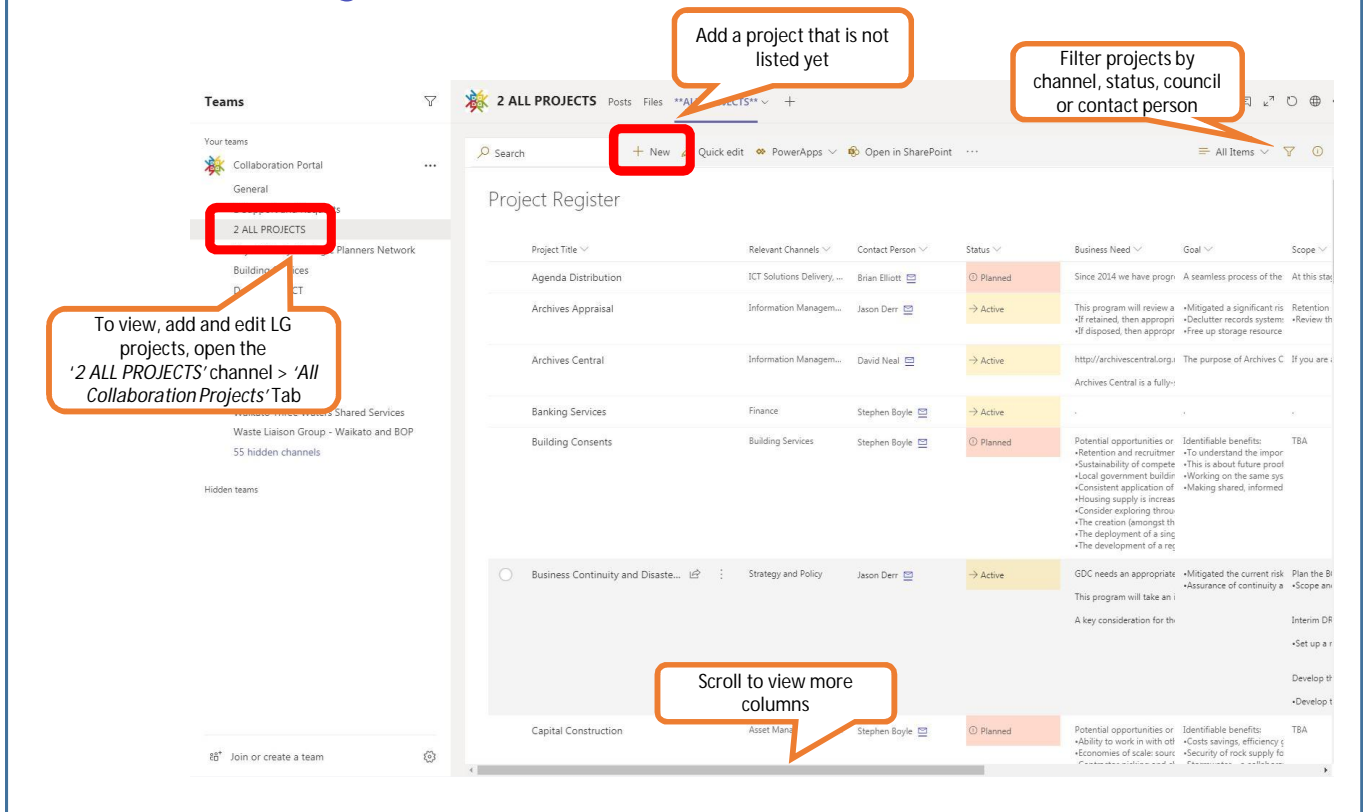


Files – share and collaborate

Create, upload and co-author documents in real time



LG Projects - search, add, edit



To view, add and edit LG projects, open the '2 ALL PROJECTS' channel > 'All Collaboration Projects' Tab

Add a project that is not listed yet

Filter projects by channel, status, council or contact person

Scroll to view more columns

Project Title	Relevant Channels	Contact Person	Status	Business Need	Goal	Scope
Agenda Distribution	ICT Solutions Delivery, ...	Brian Elliott	Planned	Since 2014 we have prog...	A seamless process of the	At this sta...
Archives Appraisal	Information Managem...	Jason Derr	Active	This program will review a... -If retained, then appropri... -If disposed, then appropri...	-Mitigated a significant ris... -Declutter records systems... -Free up storage resource	Retention -Review th...
Archives Central	Information Managem...	David Neal	Active	http://archivescentral.org...	The purpose of Archives C...	If you are...
Banking Services	Finance	Stephen Boyle	Active	-	-	-
Building Consents	Building Services	Stephen Boyle	Planned	Potential opportunities or... -Retention and recruitmer... -Sustainability of complete... -Local government buildin... -Consistent application of... -Housing supply is increas... -Consider exploring throu... -The creation (amongst th... -The deployment of a sing... -The development of a reg...	Identifiable benefits: -To understand the impor... -This is about future prof... -Working on the same sys... -Making shared, informe...	TBA
Business Continuity and Disaste...	Strategy and Policy	Jason Derr	Active	GDC needs an appropriat... This program will take an... A key consideration for th...	-Mitigated the current risk... -Assurance of continuity a...	Plan the Bi... -Scope an... Interim DR... -Set up a r... Develop th... -Develop t...
Capital Construction	Asset Manag...	Stephen Boyle	Planned	Potential opportunities or... -Ability to work in with off... -Economies of scale sourc... -Construction and d...	Identifiable benefits: -Costs savings, efficiency... -Security of rock supply fr... -Expenditure, a collabor...	TBA

Support and Requests

Should you have any questions, comments or requests, please feel welcome to reach out



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to

support@boplass.govt.nz