

GoGet Registers Quick Guide

Select a register and find a register item

- 1 Double click on the **GoGet Registers** icon on your desktop
- 2 Click on **Registers** in the menu bar (No 1)
- 3 Select the register you want to use (No 2)



- 4 Enter the Register ID and click the **Go to** button (Nos 3 and 4)




or

- 5 Enter search criteria and click on **Search** (Nos 3 and 4)
- 6 Double click on the item you want



Add or edit a register item


To add a new item—

- 1 Click on the **Add a new register item** button 
- 2 Click in each field and enter data

When you have completed the last item, click into another field to activate the Save button.

- 3 Click on **Save**

To edit an existing item—

- 1 Click on the **Edit this register item's details** button 
- 2 Click in the field you wish to edit and enter or edit the details

- 3 Repeat for any other changes you want to make

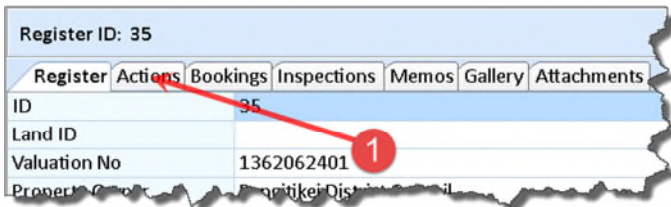
When you have completed the last item, click into another field to activate the Save button.


- 4 Click on **Save**

Note: The rows shaded pink are linked to your organisation's back-end system. You cannot enter text or edit text in these rows.

Add and delete an action

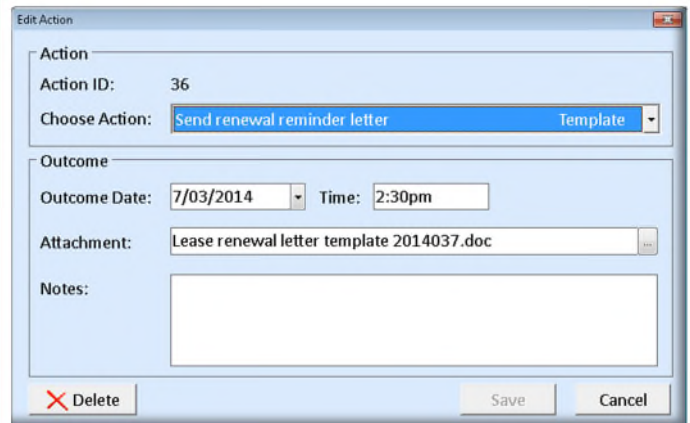
- 1 Click on the **Actions** tab at the top of the register item (No 1)



- 2 Click on the **Add a new Action** button 
- 3 From **Choose Actions**, select the action you want (No 2)

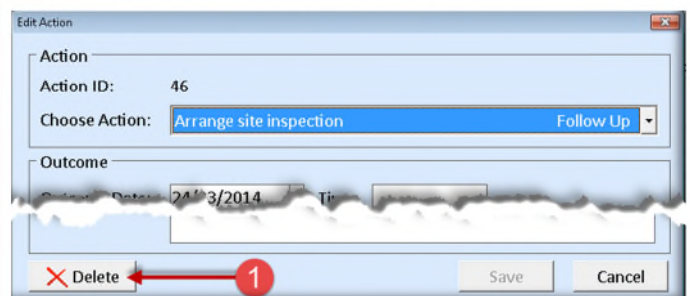


- 4 Add any detail you want and click on **Save**



To delete an action—

- 1 Double click on the action
- 2 Click on the **Delete** button (No 1)



- 3 Click on **Yes** at the prompt

Record a follow-up action

- 1 Double click on the action item
- 2 Enter outcome details including any notes (No 1)

- 3 Click on the **Attachments** button if necessary to upload any documents (No 2)
- 4 Click on **Save** (No 3)

Run a follow-up report

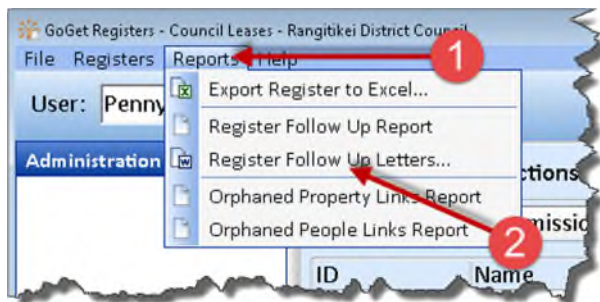
- 1 Click on **Reports** on the menu bar (No 1)



- 2 Click on **Register Follow Up Report** (No 2)
- 3 Enter date range and click on **OK** (Nos 3 and 4)

Run follow-up letters

- 1 Click on **Reports** on the menu bar (No 1)



- 2 Click on **Register Follow Up Letters** (No 2)
- 3 Enter date range and click on **OK** (Nos 3 and 4)

Individual letters are stored in the Attachment area for the register item.

- 4 Click on Word on your taskbar to open the document containing all the letters
- 5 Print your letters

Write a memo

- 1 Click on the **Add new memo** button
- 2 Address, enter the subject and details (No 1)
- 3 Select a **Date Required** or **No Response Required** (No 2)
- 4 Click on **Save** (No 3)



Add images or attachments

In the Gallery or the Attachments tab—

- 1 Click on the **Attach** button
- 2 For an image, find your image, select and open it and then enter a description for it



This will add the image to the Gallery tab of the register item.

- 3 For a document, find your document select and open it
- 4 Click on **Save**

This will add the document to the Attachments tab of the register item.