

# User Guide for Crown Documents: Justice System Kaupapa Inquiry (Wai 3060) SharePoint Site

The *Crown Documents: Justice System Kaupapa Inquiry (Wai 3060) SharePoint Site* has been set up to provide access to claimants, counsel and researchers to government information.

This document provides an overview of how to use the site to navigate, search and download the government information on the site.

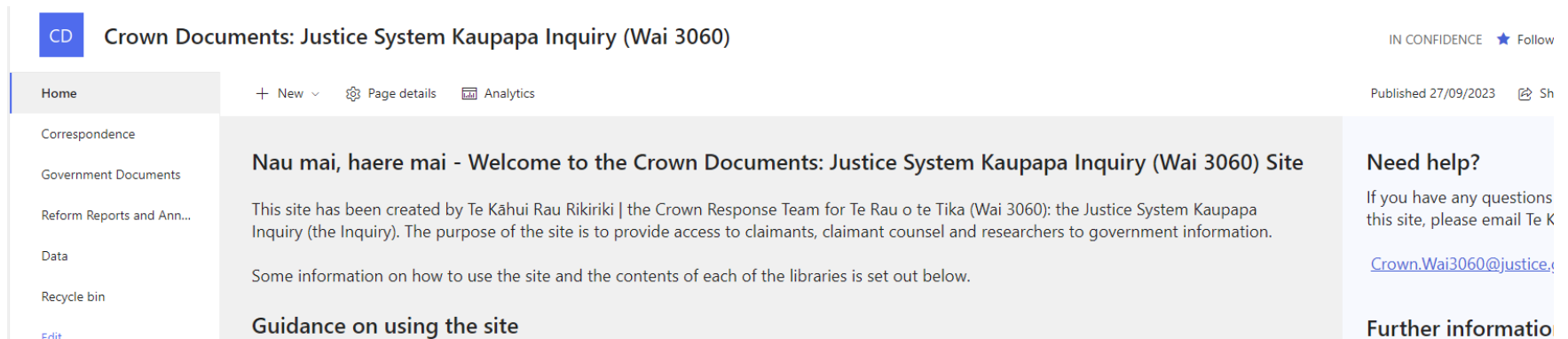
If you need help with using the site, email Te Kāhui Rau Rikiriki | Crown Response Team: [Crown.Wai3060@justice.govt.nz](mailto:Crown.Wai3060@justice.govt.nz)

## Navigating the site

### Home Page

The **Home** page is the front page for the Kaupapa Inquiry (Wai 3060) site. It provides links and descriptions for each of **libraries** on the site.

The Home page also has links to this guidance and where to get help or further information.



<p><b>RECEIVED</b> Waitangi Tribunal</p>
<p><b>2 Sep 25</b></p>
<p>Ministry of Justice WELLINGTON</p>

## Libraries

The site **libraries** appear on the left side of the home page. Libraries are stores of information and help to organise the files into sections.

There are 4 libraries in the site (see red circle in the image):

- **Correspondence**

This library contains correspondence relating to the provision of Crown information in this Inquiry.

- **Government Documents**

This library contains government documents the Crown has assessed as relevant to the Inquiry.

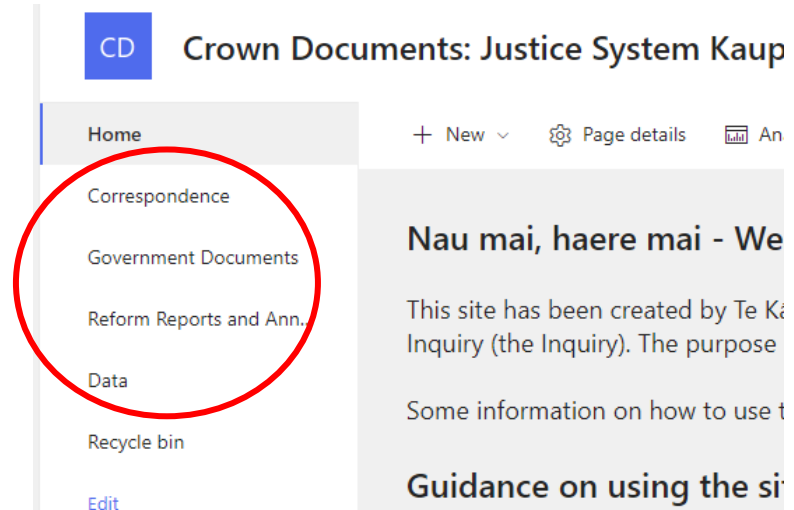
- **Reform Reports and Annotated Bibliography**

This library contains published justice sector reports, some of which propose reforms, written by or for the government since around the 1970s.

There is also an annotated bibliography which contains a brief summary of each report and the key recommendations.

- **Data**

This library will contain data factsheets the Crown is preparing and Crown responses to any specific requests for data.



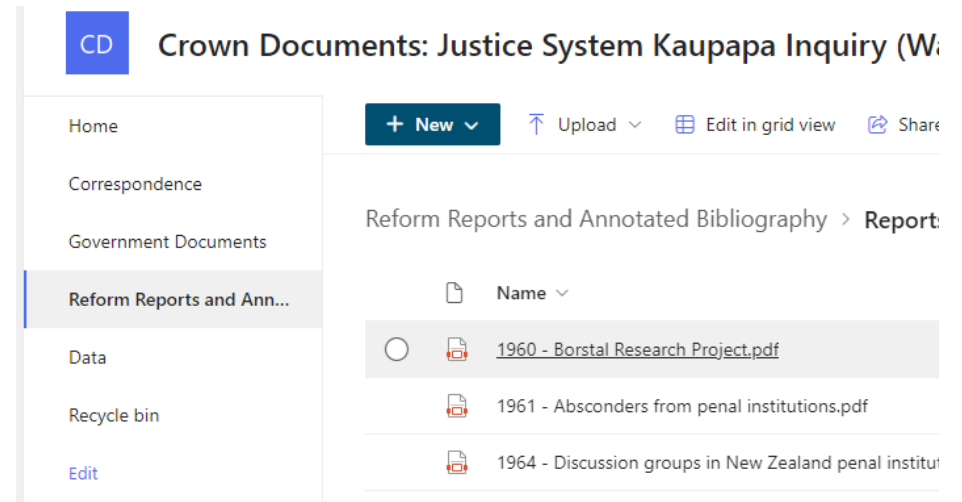
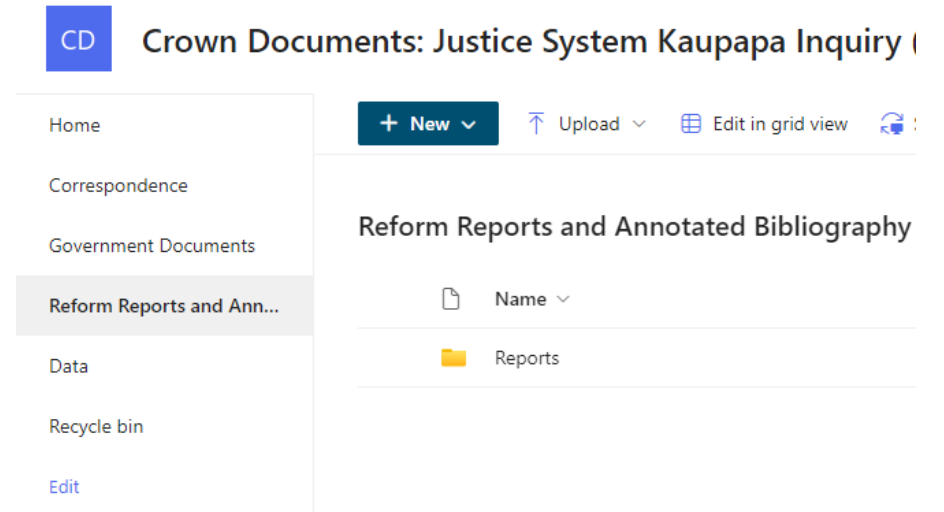
**To enter a library**, single click on the **library** name.

The title of the library you are in will be highlighted in grey. For example, in the image on the right, the 'Reform Reports and Annotated Bibliography' library is open.

**To open a folder** single click on the **folder**, for example the 'Reports' folder in the image on the right.

**To open a document** in a library or folder, hover your mouse over the document, it will be highlighted in grey, and single click the **underlined document title**.

For example, the '1960 – Borstal Research Project.pdf' in the image on the right.



**To exit a folder, go back to a library or home page, single click on either:**

- the name of the library in the trail above the list of documents (see **green** circle)
- the name of the library, another library or home page in the sidebar on the left (see **red** circle)
- the back arrow in the top left corner of your browser window (see **yellow** circle)

The screenshot shows a SharePoint web page for 'Crown Documents: Justice System Kaupapa Inqu'. The browser's address bar shows the URL: <https://ministryofjusticenz.sharepoint.com/sites/CrownWai3060/ReformReport>. The page features a blue header with the 'SharePoint' logo and a breadcrumb trail: 'CD > Crown Documents: Justice System Kaupapa Inqu'. The left sidebar contains a navigation menu with options: Home, Correspondence, Government Documents, Reform Reports and Ann., Data, Recycle bin, and Edit. The main content area displays a list of documents under the heading 'Reform Reports and Annotated Bibliography'. The list includes: '1960 - Borstal Research Project.pdf', '1961 - Absconders from penal institutions,', and '1964 - Discussion groups in New Zealand p'. Annotations include a yellow circle around the back arrow in the browser, a red circle around the 'Reform Reports and Ann.' item in the sidebar, and a green circle around the 'Reform Reports and Annotated Bibliography' heading in the main content area.

# General Searching Guidance

All PDF documents on this SharePoint site are searchable by text. This means that using the search functionality will search the text within the PDF document for the words or phrases you search for.

The **search field** can be found at the top middle of the screen.



You can **search the whole site** from the Home page (as indicated above where the search field reads “Search this site”).

You can **search within a library**, which will limit the results to documents contained in that library (as indicated in the image where the search field reads “Search this library”).



SharePoint will start to show **search results** as soon as you start typing in the search field. But if you press ‘Enter’ on your keyboard or click the magnifying glass (see **yellow** circle) it will generate a list of search results, as shown in the image on the right.

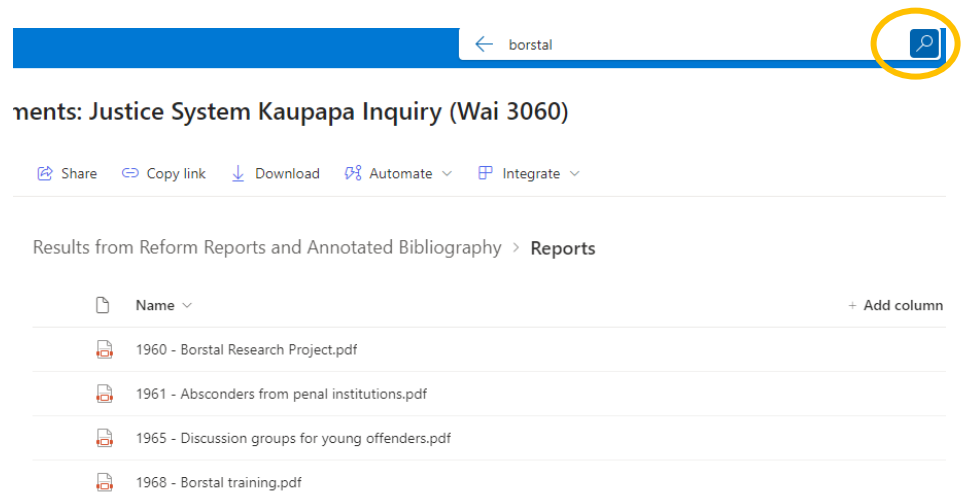
The search is macron neutral – a search for “Māori” should return results for “Maori” and vice versa.

**Search commands** – For a more efficient search try using these commands:

**Quoted text** – restricts your search to the items that contain the phrase in the quotation marks. For example, “SharePoint Adoption Guide” will show results with the three words together.

**Asterisk** – using an asterisk \* at the end of a name or phrase will bring the same results with one or more additional characters. For example, Helen Hall\* would include Helen Hallden in the results.

Other standard search commands may also work.



# Navigating the *Government Documents* Library

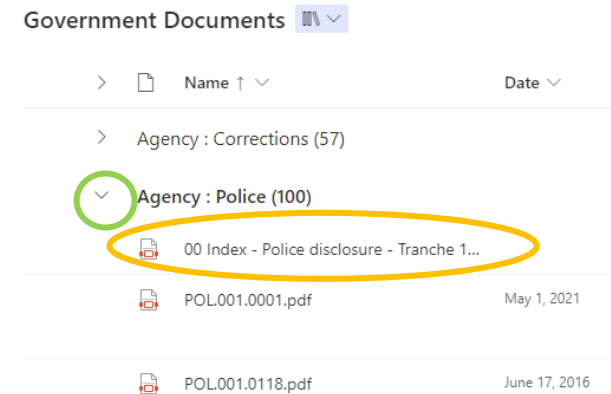
The **Government Documents** library is organised by agency.

To view all the documents provided by a particular agency, click the arrow to the left of the agency name (see **green** circle). A list of documents will drop down, as shown in the image on the right under 'Agency: Police'.

To assist with navigating the documents there will be an index for each set of documents provided by each agency (see **yellow** circle).

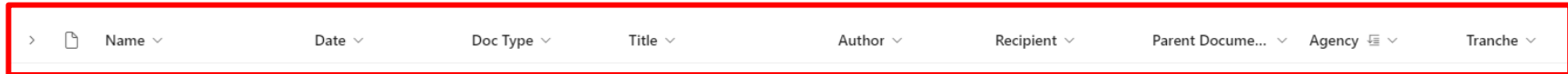
The PDF index is hyperlinked, which enables users to open documents by clicking on them in the index. To use this function you must download the index and documents to your computer first. There is guidance on how to download documents on the last page of this guide.

The guidance below explains how to sort, filter and search these documents.



## Sorting and filtering documents

The **Government Documents** library contains fields of information about the documents, set out in the columns across the top of the library (see **red** box below).



This allows you to filter and sort the documents by the following categories of information:

- **Name** – Unique document identification number applied to each document
- **Date** – Date of the document
- **Doc Type** – The type of document, for example 'Ministerial briefing', 'Report' etc.
- **Title** – Title of the document
- **Author** – Author individual and/or organisation
- **Recipient** – Recipient individual and/or organisation
- **Parent Document ID** – If the document is an attachment to another document, this field provides the unique document identification number for that other document
- **Agency** – Agency that has provided the document
- **Tranche** – Tranche of disclosure provided by the relevant agency

**To sort and filter documents** in the Government Documents library using these categories of information, click on the relevant column above the list of documents (see red box in image above).

Different options for sorting and filtering will drop down depending on the column you choose.

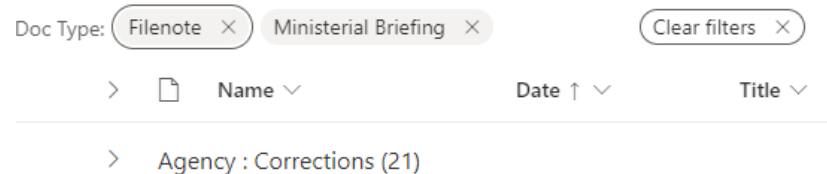
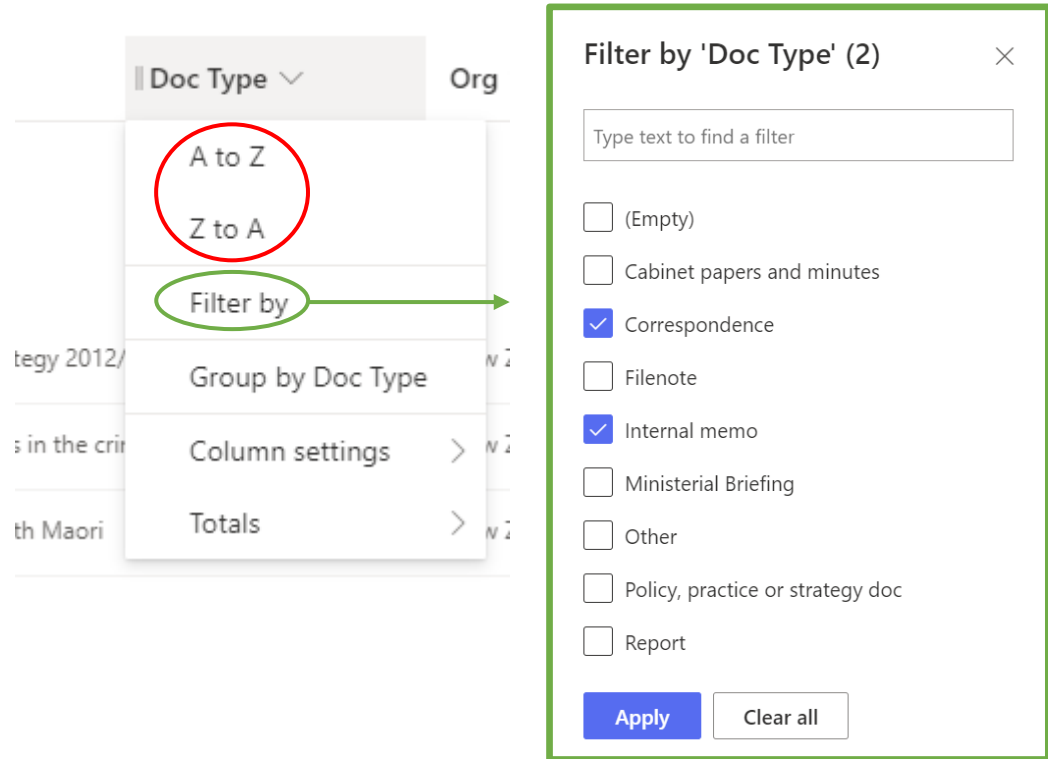
For example, for filtering by 'Doc Type' see the images on the right.

- To sort the information alphabetically by Doc Type select 'A to Z' or 'Z to A' (see the red circle).
- To filter the information by Doc Type, select 'Filter by'. This will open a list of available 'DocTypes' (see the green shapes).

Select which ones to filter by. Then click the blue 'Apply' button. In the picture, clicking 'Apply' would then return results where the Doc Type is either 'Correspondence' or 'Internal memo.'

There is no limit to how many columns can be sorted or filtered at any time.

You can remove a single filter or all the filters by clicking the 'x' next to the filter or 'clear filters' button as shown in the picture on the right.



## Searching the Government Documents library

Searching the Government Documents library can be done as set out in the ‘**General Searching Guidance**’ above.

You can also **search only a particular agency’s documents** by clicking that agency in the Government Documents library and then use the search bar at the top of the screen.

For example, in the image on the right, the user clicked ‘Agency: Police’ and then searched “Youth” in the search bar at the top of the screen. This generates a list of documents provided by Police that contain the word “youth”.

In addition, **sorting and filtering can be used together with searching**.

- 1) First apply filters, following the process set out above
- 2) Then use the library search bar to search for words or phrases within the documents
- 3) You can also sort any results

For example, in the image on the right, within the ‘Agency: Police’ documents, the user has applied the Doc Type filter “Policy, practice or strategy” (see red circle). Then the user has searched “youth” in the search bar (see green circle). This has returned results of documents that contain the word “youth” and where the Doc Type is “Policy, practice or strategy”. These results have then been sorted by Date “Older to newer” (see yellow circle).

The screenshot shows the SharePoint interface for 'Crown Documents: Justice Sy'. At the top, the search bar contains the word 'Youth', which is circled in yellow. Below the search bar, there are options for 'Automate' and 'Integrate'. The main heading is 'Results from Government Documents'. Below this, there is a filter for 'Agency: Police' circled in yellow. The search results are displayed in a table with columns for 'Name' and 'Date'. One result is visible: 'POL.003.2442.pdf' dated 'November 1, 2012'.

The screenshot shows the SharePoint interface for 'Crown Documents: Justice System Kaupapa Inquiry (Wai 306)'. At the top, the search bar contains the word 'youth', which is circled in green. Below the search bar, there are options for 'Automate' and 'Integrate'. The main heading is 'Results from Government Documents'. Below this, there are two filters: 'Agency: Police' and 'Doc Type: Policy, practice or strat...', both circled in red. The search results are displayed in a table with columns for 'Name', 'Date', and 'Title'. The 'Date' column is circled in yellow, and a dropdown menu is open, showing the sorting options: 'Older to newer' (checked), 'Newer to older', 'Group by Date', and 'Column settings'. The search results are sorted by date, with the oldest document at the top: 'POL.001.2990.pdf' dated 'April 1, 2002'. Other results include 'POL.003.3803.pdf', 'POL.001.3032.pdf', 'POL.002.2435.pdf', 'POL.001.3124.pdf', and 'POL.001.3585.pdf'.

# Downloading documents

To download documents from the site, you can either:

- **Download a single document** by single clicking the ellipsis ... to the right of the document name, which will open an action menu, and then single clicking 'Download' (see red shapes in image on the right).
- **Download multiple documents** by single clicking the circle to the left of the folder (i.e. 'Agency: Police...') or documents you want to download, and then clicking the 'Download' button at the top of the library screen (see green shapes in image on the right).

