
Tools Register

A technical knowledge sharing initiative guide

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What is the Tools Register?

The Tools Register is a solution for **technical knowledge (tools) sharing**: scripts/codes, apps, app templates, plug-ins, documents, training, guides, processes/ways of working, external information.

- Everybody can add technical content to the Tools Register, and everybody can search for and use content from the Tools Register.
- Unlike other Knowledge Platform content, the **Tools Register content is not quality checked by editors or other gate keepers, prior to upload**. Instead, quality status is highlighted with **quality assurance (QA) levels – read more on slides 9-10**.

Why do we need the Tools Register?

We need the Tools Register because it **enables employees to share their technical knowledge with colleagues across all parts of COWI.**

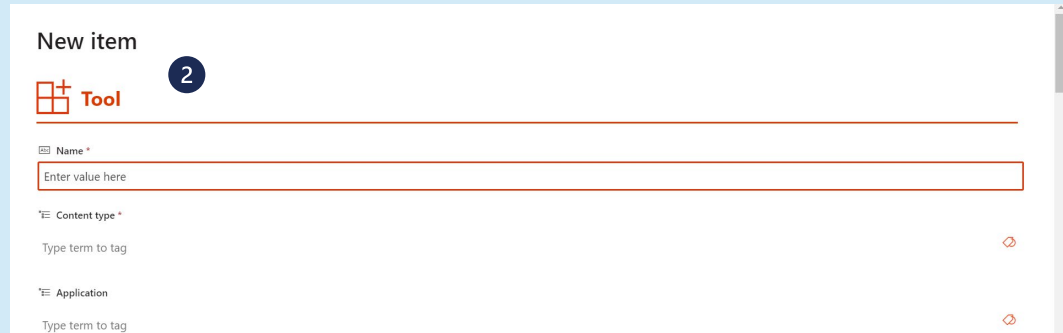
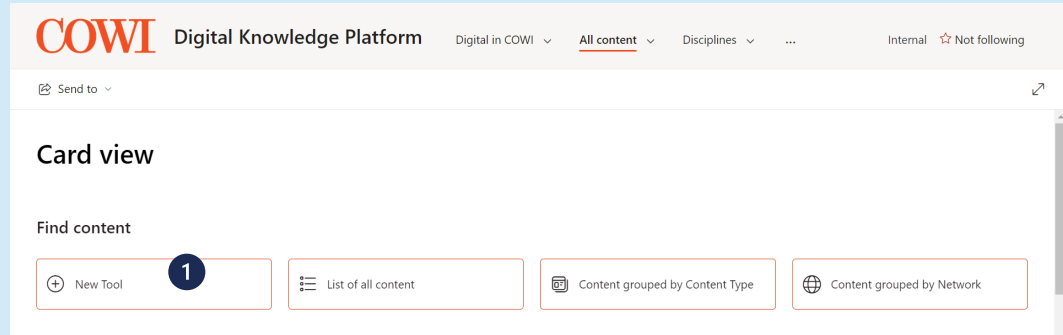
- This supports the **co-creation value** – we are building on top of common knowledge instead of inventing similar knowledge in different parts of COWI.
- With the Tools Register, **the technical employees will know where to go to put their knowledge**, and others will know where to look for the knowledge.
- Nobody knows everybody in COWI. Now, we no longer need to know the employees we are sharing knowledge with and, therefore, we have a **potential for increasing knowledge sharing.**

2 Add and edit content in the Tools Register

Adding content

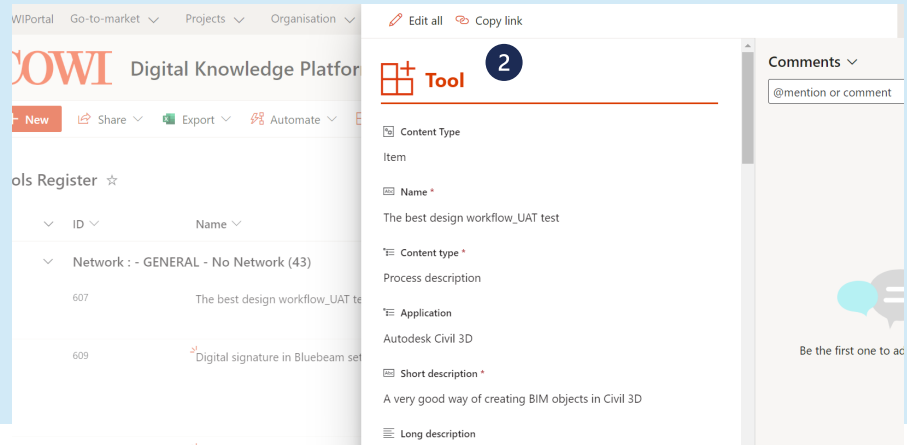
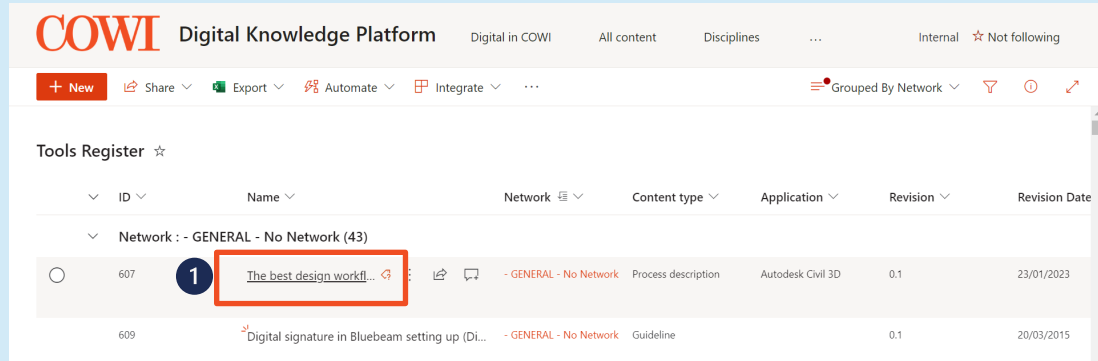
Content is added to the Tools Register as links to the local site where the content is stored.

- 1 Click on the “New tool” button in the [Tools Register](#).
- 2 Fill in at least the mandatory fields in the new item window and click save.



Editing content

- 1 **Click the name of the content item.**
(this will open the same window that opens when adding a new item).
- 2 **Edit the content**
(content can only be edited by the content responsible, an assigned checker or members of the Tools Register owner group).



Quality assurance (1/2)

Quality assurance is handled with a SharePoint workflow – the QA workflow.

New content is per default labelled “not QA’ed yet”

1 Responsibilities:

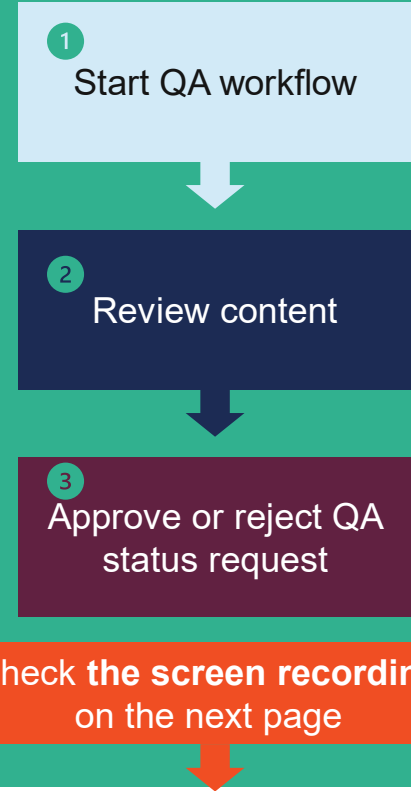
The content responsible starts the QA workflow:

- **For the status “QA’ed on a project”** – the content responsible should appoint the Project Manager of the project on which the tool has been used.
- **For the status “QA’ed for a network”** – the content responsible should appoint the network responsible of the network in which the tool has been used.

2 The QA status changes automatically and the content responsible is informed by automail as well as an email with the request containing:

- A link to the content item
- A link to the QA form template
- A button for approval
- A button for rejection

3 When approving a QA status request, a signed QA form must be attached to the tool



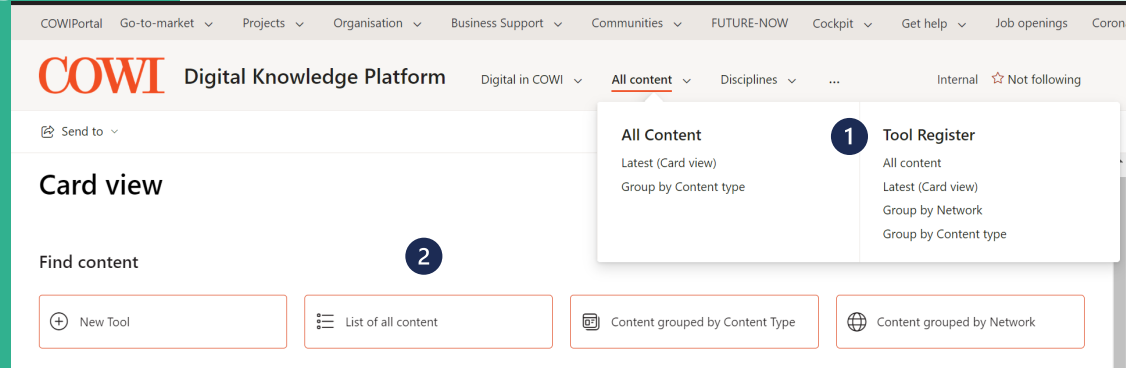
Quality assurance(2/2)

Video 1 – start QA workflow

3 Finding knowledge in the Tools Register

Find knowledge with standard views

- 1 By default, all Knowledge Platform content is shown. But you can choose to view Tools Register content only.
- 2 From the card view page, check different list views – a simple list or a list grouped by content, type or network.



Find knowledge with personalized views (1/2)

In the **list view**:

- adjust sorting and filtering of the content – click the arrow on the specific columns you want to sort and filter by
- change grouping by content, type or network

Video 2 – create your own view

Find knowledge with personalized views (2/2)

- All view adjustments are saved in the URL, which makes it easy to save and share personalized views
- Bookmark the page or copy the link and send it to a colleague.

Video 3 – bookmark your own view

Thank you!

For more information check [here](#).