

Navigating the GME Knowledge Base

Bring up a menu of all sections in the Knowledge Base, allowing you to quickly jump to a different section.

Click here to bring you to the Knowledge Base Home Page.

Shows the section of the Knowledge Base that you are in. Clicking here will bring you to the main page for the section.

A "Quick Navigation" area, allowing you to go to pages within the section. May also contain some quick access sections

Recent Notices on the main page will show all Blog Posts sent from the GME Office. In individual sections, recent notices will be limited to info in the individual sections.

The screenshot shows the GME Knowledge Base interface. At the top, there is a purple navigation bar with the text "LSU Graduate Medical Education" and "Spaces". A search bar and a "Log in" link are on the right. Below the navigation bar, the main content area is titled "GME Home" and includes a "Pages" section with a "Blog" link. A "PAGE TREE" is visible, listing items like "2016-2017 At a Glance", "Duty Hours - For Coordinators", "Duty Hours - For Residents & Fellows", and "Outgoing House Officers". The main content area features a grid of icons for various sections: Academic Year Changeover, Accreditation, Current House Officers, Directory, Due Process, Event Resources, Forms & Documents, Incoming House Officers (onboarding, documents, processes, etc), Licenses, New Innovations, Outgoing House Officers, Payroll, Policies & Procedures, and Terms and Abbreviations. At the bottom, there are two boxes: "Recent Notices" and "Latest Updates". The "Recent Notices" box shows a "Blog Posts" section with a notice about a "Coordinator Workshop 11/15/2016 - Licensing Process, Knowledge Base and VA Onboarding created by...". The "Latest Updates" box shows a notice about the "2017-2018 VA On-Boarding Process" updated yesterday at 5:30 PM by Chris Callac. Red boxes and arrows highlight these elements: the navigation bar, the "GME Home" link, the "PAGE TREE", the "Quick Navigation" area, the "Recent Notices" and "Latest Updates" boxes, and the search bar and "Page Actions" menu (indicated by a red box with three dots).

Search the Knowledge Base (see below)

Page Actions menu. You can:
Export page to a PDF
Export page to a Word doc
View Page History (see differences between current and historical version)
View Attachments

Latest Updates will show you what has been recently changed. The Knowledge Base tracks ALL changes, allowing you to see what has changed from one version of something to another.

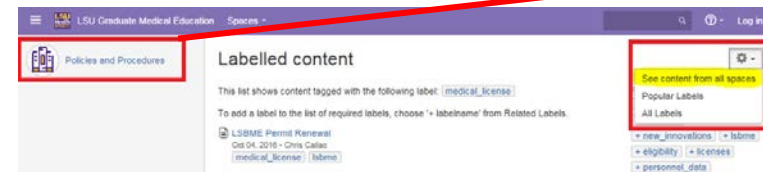
Searching in the Knowledge Base:

As you start typing, the system will start showing items that match the title. Any of these items can be clicked on to go to the page. Clicking the “Search for” at the bottom will do a full-text search of all content in the Knowledge Base.

Keywords in the Knowledge Base

All items in the Knowledge Base are tagged with keywords (usually in the bottom left corner)

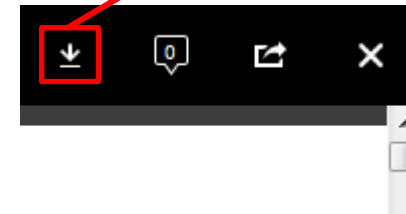
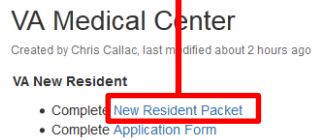
Clicking on a keyword will perform a search for all items tagged with that keyword, but only within the current space/section.



Click on the Gear menu in the top right corner, and choose “See content from all spaces” to find all entries in the Knowledge Base with the chosen keyword

Downloading Documents

Clicking on any link to a document (such as a MS Word form) will open a preview of the document. Click the download arrow in the top right to download the actual document



Universal Tips for navigating the Knowledge Base:

Clicking on any small image will cause it to zoom to a larger image.

