**Guide to creating a Version Control**

**Panel for a DCU document**

**Example 1 - Version Control: For use with a formal DCU Policy**

|  |  |  |
| --- | --- | --- |
| **Document Name** | Annual Leave Policy |  |
| **Unit Owner**  | Human Resources |
| **Version Reference** | **Original Version 2.0** | **Reviewed Version 2.1** |
| **Approved by** | Executive | Director of HR |
| **Effective Date** | May 27th 2022 | June 8th 2022 |

**Example 2 - Version Control: For use with any other type of DCU**

**document**

|  |  |  |
| --- | --- | --- |
| **Document Name** | University Document Hierarchy |  |
| **Unit Owner**  | Office of the Chief Operations Officer |
| **Version Reference** | **Original Version 2.0** | **Reviewed Version** |
| **Approved by** | Risk & Compliance Officer | N/a |
| **Date** | May 27th 2022 | N/a |

**Instructions**

1. The University’s ‘Policy on Policies’ requires that all policies include a mandatory version control panel similar to the one above in Example 1. This guide will assist authors in creating such a panel.
2. Two examples of a version control panel are provided above. Example 1 is for use with policies while example 2 may be used for any other type of document where a version control panel is required e.g. a Protocol, Guide or Procedure etc.
3. From the two options above select the one that is the most appropriate to your document.
4. Place the mouse cursor in the top left of the panel, hold down the left click button on your mouse and select the entire panel by moving your mouse down and to the right.
5. Once the entire panel is selected (i.e. greyed out), release the left click button and press the right click button to select ‘Copy’ from the drop down menu.
6. Go to the draft document you are working on and at the appropriate location within that document select ‘Paste’ from the drop down menu (usually, the ‘Keep Source Formatting’ option is the best to use).
7. Overwrite the draft text within the Version Control panel to tailor it to your specific document.

**End**