

Support with Objective

For those staff without VPN access and working outside of Objective, following are a few helpful hints on how to ensure you keep your information structured so that you can capture any official records in Objective at a later date:

- Make a note of the folder structure and file plan that you usually work with in Objective and try to replicate it in your external drive or OneDrive environment. That way when you are ready to move records back into Objective you will already have an idea of where to capture them. This will help to reduce your effort in having to structure or reorganise your information and records at a later date.
- See if you can share access to a VPN token with another staff member every now and then so that you can log in to Objective and periodically move or copy your information and records into the relevant folders/files within Objective.
- If you need access to a document in Objective that you haven't been able to export to an external environment, you can either ask a team member who does have VPN access to send a copy to you, or you can log an Objective request through the Objective Support mailbox at SACE.ObjectiveSupport@sa.gov.au to have the document(s) sent to you.