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An Introduction to Tui Tuia

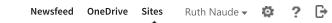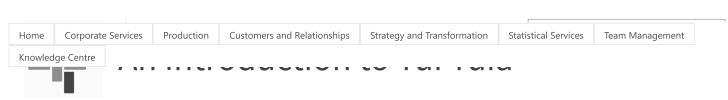## Tui Tuia - an enterprise content management system (ECMS)

Tui Tuia is for storing information that you create and manage on behalf of Stats NZ - this means team and operational documents and files that:

- Record the work you are doing, including drafts
- Record decisions or actions
- Have legal or financial implications
- Record how we do our work
- Set any precedents

What should be saved in to Tui Tuia

Keeping the right files in Tui Tuia increases business efficiency and enables other users to search for files.

Store the following kinds of files:

- operational or administration based documents
- policy documents
- Decision/ action taken documents e.g. substantive drafts, annotated documents and reports
- Financial or legal files e.g. a contract, a grievance case
- Document and support the smooth running of your job e.g. how-to documents
- Training videos

Can I save copyrighted material in Tui Tuia?

Shared areas and Tui Tuia should not contain any copyrighted material, videos, podcasts, sound files and movie clips copied from the internet.

Use shortcuts or bookmarks to frequently used resources. Click here to learn how to create a link to a document in Tui Tuia.

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