

## The Committees Pages on Sussex Direct

You can view Groups and view/manage Documents on the Sussex Direct Committees Pages by going to the **Admin** tab and selecting **My Groups**.

### My Groups

#### My Groups table

My Groups								Help		
Group Name	Group Type	Contact	From	To	Status	Meets	Documents			
<a href="#">Council</a>	Committee	<a href="#">COUNCIL</a>	30-Aug-2006	31-Jul-2111	Ex-Officio	<a href="#">Termly</a>				
<a href="#">Court</a>	Committee		30-Aug-2006		Member	<a href="#">Annually</a>	✓			
<a href="#">Senior Managers' Forum</a>	Team	<a href="#">smf-old</a>	30-Aug-2006		Member	<a href="#">Fortnightly</a>				
<a href="#">Senior Officers of the University</a>	Officers		30-Aug-2006		Member	<a href="#">Ad-Hoc</a>				
<a href="#">Vice-Chancellor's Office (for Directory)</a>	Officers		21-Sep-2006		Member	<a href="#">Ad-Hoc</a>				

The **My Groups** table lists the groups of which you are a member. This is the main table, through which you access information and view/manage documents for your groups. Click on a link in the **Group Name** column to do so. This takes you to a page displaying the **Group Members** table and the **Meetings & Documents** table.

The **Contact** column displays the email alias for the group. Click on the link to email the group.

If any documents have been uploaded for a group, a tick will be displayed in the **Documents** column.

#### Group Members table

Committee Members: Space Planning Committee for Life Sciences							Gallery	Help		
Membership Last Updated: 07-Apr-2005 by Mr Tim Alley				Group Last Updated: 07-Apr-2005						
Status	Name	Position	Department	Voting Right	Start Date	End Date				
Chair	<a href="#">Dr Lucy Browne</a>	Senior Lecturer In Biochemistry	Biochemistry	✓	01 Apr 2004					
Deputy Chair	<a href="#">Prof Anthony Smith</a>	Professor Of Biology	Biology and Environmental Science	✓	01 Apr 2004					
Member	<a href="#">Prof Joanne Egg</a>	Lecturer in Neuroscience	Biology and Environmental Science	✓	01 Apr 2004					
	<a href="#">Dr Rob Slipper</a>	Senior Lecturer In Psychology	Psychology	✓	01 Apr 2004					
Secretary	<a href="#">Ms Pauline Pump</a>	Lecturer in Biochemistry	Biochemistry	✗	07 Apr 2005					
							<b>Total: 5 records</b>			

To view details about a group member, click on their name in the **Name** column.

To email the group, click on the envelope icon  in the table header.

## Meetings & Documents table

Meetings & Documents: Space Planning for Life Sciences				
<b>Group Documents:</b> • <a href="#">General_Policy.doc</a> (Word)  • <a href="#">Outline.doc</a> (Word) 				
No.	Date	Time	Location	Documents
3	Wed 13 June 2007	2:00pm - 5:50pm	Room 2A01	• <a href="#">Jun07_Agenda</a> (Word) 
2	Wed 9 May 2007	2:00pm - 5:50pm	Room 2A01	• <a href="#">May07_Agenda</a> (Word)  • <a href="#">May07_Minutes.doc</a> (Word) 
1	Wed 11 Apr 2007	2:00pm - 5:50pm	Room 2A01	• <a href="#">Proposal.doc</a> (Word)  • <a href="#">Apr07_Agenda</a> (Word)  • <a href="#">Apr07_Minutes.doc</a> (Word) 
				<b>Total: 3 records</b>

The **Meetings & Documents** table displays a list of meetings of the selected group. Meetings which have passed are shown greyed out. This table also allows you to upload documents if you are permitted to do so. For Committees, only Secretaries may upload documents and amend information about them. For Teams, any member may do so. When relevant, the **Upload Document** button [see below] appears.

Documents attached to the group as a whole are shown in the table sub-header. Documents attached to a specific meeting are shown in the corresponding table row. Click on the text link to download or view the document. Each link is shown with a colour-coded icon:  /  / 

- Red: Only available to the group
- Grey: Available to anyone logged into Sussex Direct
- White: Available to anyone

Clicking on the icon takes you to the **Manage Document** table [see below] where you can edit information about the document if you are permitted to do so [Committee Secretaries or any Team members].

## Upload Document button

Clicking the **Upload Document** button takes you into edit mode and allows you to

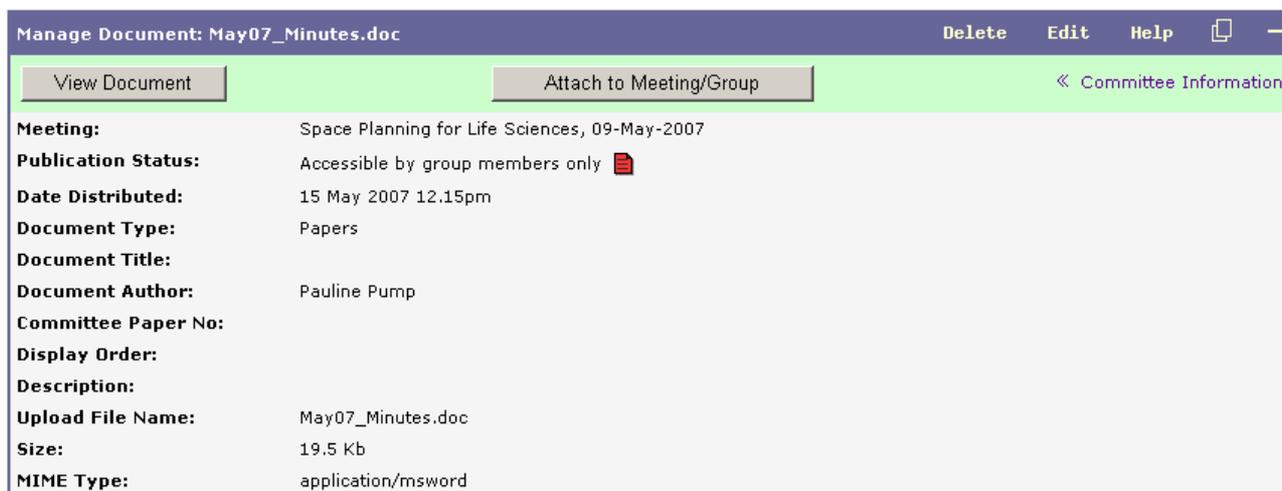
- upload a document
- attach the document to a meeting or to the group as a whole
- enter information about the document

Add to Meetings & Documents: Space Planning for Life Sciences		Cancel	Save	Help
<b>Document:</b>	<input type="text"/> <input type="button" value="Browse..."/> <small>Maximum file size: 5 megabytes</small>			
<b>Attach to Meeting:</b>	<input type="text" value="Attach to group"/> <input type="text" value="Wed 13 Jun 2007 2:00pm - 5:50pm"/> <input type="text" value="Wed 9 May 2007 2:00pm - 5:50pm"/> <input type="text" value="Wed 11 Apr 2007 2:00pm - 5:50pm"/>			
<b>Publication Status:</b>	<input type="text" value="Accessible by authenticated Sussex Direct user"/> 			
<b>Document Type:</b>	<input type="text" value="Papers"/>			
<b>Document Title:</b>	<input type="text"/>			
<b>Document Author:</b>	<input type="text" value="Pauline Pump"/>			
<b>Committee Paper No:</b>	<input type="text"/>			
<b>Display Order:</b>	<input type="text"/>			
<b>Description:</b>	<input type="text"/>			
				<b>Total: 3 records</b>

To locate a document on your computer, click the 'Browse...' button. Enter information about the document using the menus and text boxes. Then click on 'Save' in the table header to return to the **Meetings & Documents** table.

## Manage Document table

Clicking on the  /  /  icon in the **Meetings & Documents** table takes you to the **Manage Document** table.



The screenshot shows a window titled "Manage Document: May07\_Minutes.doc" with a dark blue header bar containing "Delete", "Edit", "Help", and a close button. Below the header is a light green sub-header with two buttons: "View Document" and "Attach to Meeting/Group", and a link "« Committee Information". The main area displays the following details:

<b>Meeting:</b>	Space Planning for Life Sciences, 09-May-2007
<b>Publication Status:</b>	Accessible by group members only 
<b>Date Distributed:</b>	15 May 2007 12.15pm
<b>Document Type:</b>	Papers
<b>Document Title:</b>	
<b>Document Author:</b>	Pauline Pump
<b>Committee Paper No:</b>	
<b>Display Order:</b>	
<b>Description:</b>	
<b>Upload File Name:</b>	May07_Minutes.doc
<b>Size:</b>	19.5 Kb
<b>MIME Type:</b>	application/msword

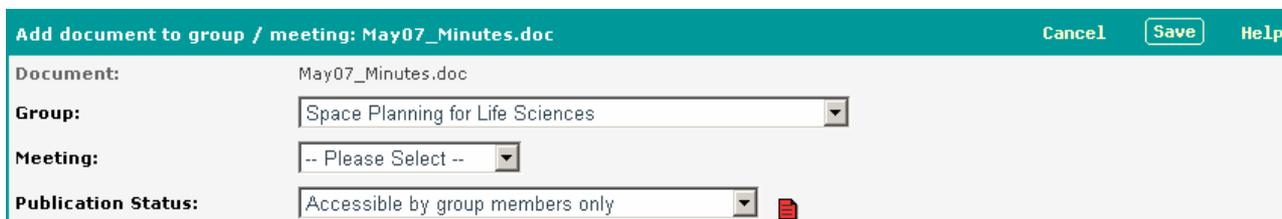
The **Manage Document** table displays information about the selected document and, if you have access rights [i.e. if you are a Committee Secretary, or a Team member], allows you to edit or delete that information, in which case the **Attach to Meeting/Group** button will appear.

To view the document, click the **View Document** button.

To **edit** information about the document, click on 'Edit' in the table header. To **delete** the document, click on 'Delete' in the table header.

The « Committee Information link in the sub-header takes you back to the **Meetings & Documents** table.

To attach the document to a different group or meeting, or to change who can view the document, click on the **Attach to Meeting/Group** button. This takes you into 'edit' mode:



The screenshot shows a dialog box titled "Add document to group / meeting: May07\_Minutes.doc" with a dark teal header bar containing "Cancel", "Save", and "Help". The main area contains the following fields:

<b>Document:</b>	May07_Minutes.doc
<b>Group:</b>	Space Planning for Life Sciences
<b>Meeting:</b>	-- Please Select --
<b>Publication Status:</b>	Accessible by group members only 

## Searches

You can view **all Committees** listed in the University Organisation Chart and **all Teams** by going to the **Searches** tab and selecting **Committees**.

You can search for specific **Documents** by going to the **Searches** tab and selecting **Documents**.

Search for Documents				Search	Help
Document Name Minutes	Document Type Any	Document Author	Uploaded Since 01 Apr 2007		

The **Search for Documents** table allows you to search for any documents to which you have access rights, as specified by the  /  /  icons.

The search facility is not case sensitive. You may enter information into one or more of the fields. You may enter any characters contained in the search term.

The **Uploaded Since** column allows you to search for documents uploaded since a date you specify.

Click on the 'Search' button in the table header to view your results.

Documents Search Results					Re-Search	Help	
Results for <i>Document Name=Minutes, Uploaded Since=01-Apr-2007</i>						2 results found	
Document	Type	Author	Size	Group (Meeting)			
<a href="#">Jun07_Minutes.doc</a> <small>(Word)</small>	 Papers	Pauline Pump	19.5 Kb	<a href="#">Space Planning for Life Sciences</a> 13 June 2007			
<a href="#">May07_Minutes.doc</a> <small>(Word)</small>	 Papers	Pauline Pump	19.5 Kb	<a href="#">Space Planning for Life Sciences</a> 09 May 2007			
						Total: 2 records	

In the list of results, click on the link in the **Document** column to download or view the document.

If you have access rights [i.e. if you are a Committee Secretary or a Team member], clicking on the colour-coded icon takes you to the **Manage Document** table as described above.

Clicking on the link in the **Group (Meeting)** column takes you to the **Committee Members** and the **Meetings & Documents** tables as described above.