Trinity College Dublin

Committee Paper Websites

Administrators User Guide

Trinity College Committee Papers

The new committee papers website will consist of main page url at

http://www.tcd.ie/committeepapers/

With the 12 individual committee websites contained within. eg.

http://www.tcd.ie/committeepapers/equality/

Each individual website will be administered by the person designated by the committee as the sites owner. Each site contains six basic pages –

Home
Agenda & Minutes
Schedule
Membership
Sub Committee
Terms Of Reference

As well as a link to the TCD local home page.

The process of uploading a new document such as an agenda or minutes from a meeting is now carried out through your web browser without the need to use dreamweaver or ftp clients.

The purpose of this document is to briefly outline the process of uploading a document to your committee papers website and how to maintain the site itself.

Within the Agendas & Minutes on your Committee Papers site you will see a listing of all the documents currently available for download from the site.

This is archived by academic year automatically and allows you to assign an agenda and/or minutes to a particular meeting date. There is also a category named 'Other Papers' which allows you to upload 'one-off' or special documents.

Clicking on the column headers within a years document archive allows you to reorder the documents in ascending/descending order by date or indeed name.

To access the administrative section of your website simply type 'admin' once you browse to your individual homepage for instance if your homepage address is

http://www.tcd.ie/committeepapers/council/

then your administrative page can be accessed at -

http://www.tcd.ie/committeepapers/council/admin/

This page can only be accessed from the designated site administrators' computer. Unauthorised users attempting to view this page will be denied access.

Upon accessing the admin section on your website you will be displayed a message informing you of how many documents are available on your committee papers website and exactly how many are displayed.
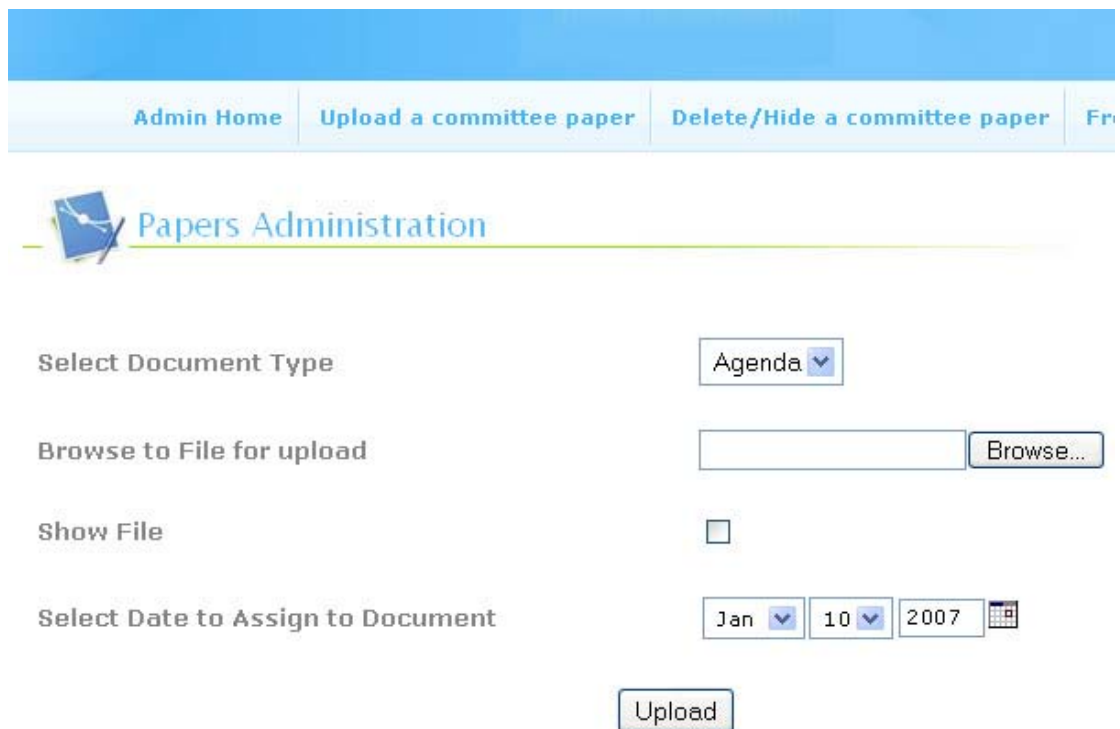
UNIVERSITY COUNCIL PAPERS

Papers Administration

The total number of papers on your site is 14. You currently have 12 visible paper(s). and 2 paper(s) hidden.

Uploading A Document

Next we are going to walk-through the uploading of an agenda document. Firstly click on the 'Upload a committee paper' link from your admin menu that runs across the top of your page.

You will be presented with a form similar to the one below.

1) Select the document type you are uploading from the dropdown menu.

2) Browse to the file you wish to upload by clicking on the browse button then use the window to locate the file on your computer.

Browse to File for upload

C:\Documents and Settir | Browse...

3) Next tick the 'Show File' check-box if you wish the document to be visible on your website immediately.

Show File ✅

4) Lastly enter the date you wish to assign the agenda document to (ie.date the meeting takes place) You can use the form controls to input the date **or** by clicking on the calendar icon to the right of the form you will see a pop up mini calendar from which you can select the date.

Select Date to Assign to Document | Jan ▼ | 10 ▼ | 2007 |

◀	January 2007					▶
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Upload

5) Once you a satisfied you have completed the form correctly you can click on the upload button.

6) If your upload is successful you will receive a message confirming the upload of your document.

You have uploaded a new paper.

Thank you Monica, for uploading "UniversityCouncil_agenda_20070110.pdf"

which is 9627KB in size.

Deleting / Hiding a Document

If you wish to remove a document from your listings you can delete it permanently, however if you wish to simply 'hide' a document for a period of time you can set the display value in your admin section.

Firstly click on the 'Delete / Hide a committee paper', you will be presented with a listing of all the documents currently available, these documents are also categorised by year for convenience.

1) Each file is represented by its assigned date, the filename (which you can click to view the file) and two buttons 'delete' and a 'displayed' value.

2) If you wish to permanently delete a file simply click on its corresponding delete button. You will receive a confirmation message when the file has been successfully removed.

![Papers Administration]

The paper has been removed from your listings.

2007

Date	Filename	Delete
2007-11-14	UniversityCouncil_other_20071114.pdf	✖ delete
2007-01-23	UniversityCouncil_agenda_20070123.pdf	✖ delete

3) If you wish to temporally hide a file from the front-end of your website you can use the displayed button, this can be toggled from a 'yes' or 'no' value as frequently as you wish by simply clicking the link. The visibility of your file is then confirmed by a message.

The paper is now visible on your listings.

2007

Date	Filename	Delete	Displayed
2007-11-14	UniversityCouncil_other_20071114.pdf	✖ delete	✖ no
2007-01-23	UniversityCouncil_agenda_20070123.pdf	✖ delete	✔ yes