

Using the Tech Committee Area on the IDLSoc Website

Tech Committee members have the ability to access a designated area of the IDLSoc Website to upload, sort and comment on committee related documents.

Who can access the Tech Committee area?

Only members of the Technical Committee (and the IDLSoc Secretariat), are able to access the page. Standard IDLSoc Members and non-members will see a message explaining that only Tech Committee members can access the area. Access can only be granted to users by the Secretariat.

Member Area	
Dashboard	🔒
My Profile	🔒
My Interests	🔒
My CV	🔒
Change Password	🔒
Member Search	🔒
Technical Committee	
Technical Documents	🔒

Accessing the area

You should login to your IDLSoc Account as normal. If access to the area has been set on your account, you should see a quick link in the side menu of the Member Dashboard as shown on the left.

Alternatively, you can also access the area in the main menu of the site under 'Technical' then 'Tech Committee'.



If you cannot access the area by either of these methods, you should contact the [Webmaster](#).

Navigating the directories

You can enter folders by clicking on the folder icon directly next to the Folder Name.

In addition, you can quickly navigate between folders by using the links at the top of every directory.

 Navigate between folders here

ID	Created	Folder Name		
12	13/12/2018	Main Session Abstracts		
13	13/12/2018	Main Session Presentations		
14	13/12/2018	Training Day Proposals		

Enter the folder by clicking its icon 

[Add Folder](#)

There are currently no files at this location.

[Add File](#)

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Commenting on Documents

To view and comment on a document, you should click on the speech bubble icon next to it. This will open up a new page where you can view an embedded copy of the document and add comments to it. You will also see comments made by other Tech Committee members.

By default, the system will show a blank user icon next to any comments you make. If you have uploaded a profile picture to your account, it will use this instead.

Adding Documents or Folders

To add a Folder, you simply use the blue 'Add Folder' button on any directory you visit. This will bring up a dialogue where you can name and add the folder.

Add Folder

Adding a document is also very easy. You should click on the blue 'Add File' button and it will take you to a document upload page. Ensure you choose the correct type of file from the dropdown (only PDF, PowerPoint, Excel or Word are permitted) then give it a suitable name. Fill in the author and select the date produced. Finally, select a file from your device by clicking the 'Choose Files' button and then click 'Upload File' to upload it onto the website.

Add File

Downloading Files

You can download any files you or other Tech Committee members have uploaded by clicking the corresponding file type icon next to the file you want to download.

ID	Date	Title	Download 
29	13/12/2018	CYBER RESILIENCE CALLS FOR QUALITY SOFTWARE	

You can see this file is a PDF. Simply click the icon to download to your device.

Deleting Documents or Folders

To delete a document or folder, click the bin icon next to it.

