



Internal Ref:	NELC-MILL-001
Review date	August 2021
Version No.	V01.00

Liquidlogic – Attach Documents to a Meeting

BACKGROUND INFORMATION	
Subject	Liquidlogic
Document Purpose	Training Guide
Reference and Version	NELC-MILL-001
Target Audience	Liquidlogic Users
Author	Adam Brown
Last Review	10/08/2021
Copyright	North East Lincolnshire Council

Attach minutes to a Meeting

You can upload minutes to the following meetings in Liquidlogic:

- CiN Review
- Strategy Discussion
- ICPC
- RCPC
- Core Group Meeting
- CLA Review
- Family Plan Review

You can upload documents during the meeting process OR after it has been completed on the system. The process to upload is the same across all meeting types above.

In this example, we have a scheduled Strategy Discussion that has not been completed on the system. Under the **Documents** heading, we will click on the link to **Create/Attach Document**.

Strategy Discussion

Active Task: Adam Brown (Reassign) Started: 15-Jul-2021 Due: 28-Jun-2021

Strategy Discussion Task Details No Other Children

Meeting Details

This meeting occurs in the past
Please update the attendance and then complete the meeting

Meeting Arranger: Adam Brown
Type of Meeting: Strategy Discussion
Planned Meeting Date: 28-Jun-2021
Length in Minutes: Unspecified
Location:

Update Meeting Details and Scheduling
Update who the meeting was recorded on behalf of
Complete Meeting
Cancel Meeting
Export meeting event

Recommendations

Once the meeting has been held, Please **Start the Recommendations**

Assigned To: Adam Brown (Reassign)
Meeting Held - Write up Outcomes

Documents

Create/Attach Document
There are no documents.

Meeting Attendees

Attendee	Chr	Inv	Ag	Con	Att	Pre	Rep	Min
All Attendees								
Agreed								

Task List

- ☐ Meeting Held - Write up Outcomes
- ☐ Approve Recommendations (Mrs Gillian Watson)
- ☐ Complete Meeting (Adam Brown)
- ☒ Schedule meeting
- ☒ Set meeting chair

New Document

Previous Next Finish

Document Type

Category: Meeting document
Type: Meeting document
Date: 15-Jul-2021
Notes:

Notification

Notification: None Selected
☐ Change notifications for involved users
Update notifications

A pop-up will appear in the middle of your screen.

Click into the **Category** dropdown and select **Meeting document**. A new dropdown will appear (**Type**). Click in this dropdown and choose **Meeting document**.

You can amend the date if required and place in any notes.

Click on the **Next** button.

New Document

Previous Next Finish

● **Attach File**

Attachment: Choose files No file chosen

The maximum number of files you can select in one go is 3
The file upload limit is 10.0 Mb.

● **Details**

Document Type Meeting document
Date 15-Jul-2021

● **Notification**

Notification Adam Brown - System Admin

● **Access Control**

Restrictions **None Selected**
Specify Access and Restrictions

Click the **Choose files** button and this will open a window so that you can navigate to the place where the document resides on your computer.

Please note that there is a file upload limit of 10mb.

You can add additional documents if needed otherwise, click on the **Finish** button.

New Document

Previous Next Finish

● **Attach File**

Attachment: Choose files Strategy Discussion Minutes.docx

Additional Files: Choose files No file chosen

Selected Files
Strategy Discussion Minutes.docx (0.01 Mb)
The maximum number of files you can select in one go is 3
The file upload limit is 10.0 Mb.

● **Details**

Document Type Meeting document
Date 15-Jul-2021

● **Notification**

Notification Adam Brown - System Admin

● **Access Control**

Restrictions **None Selected**
Specify Access and Restrictions

The attached document now appears in a table.

Strategy Discussion

Active Task: Adam Brown (Reassign) Started: 15-Jul-2021 Due: 28-Jun-2021

Strategy Discussion Task Details No Other Children ▼

📅 **Meeting Details**

⚠️ This meeting occurs in the past
Please update the attendance and then complete the meeting

Meeting Arranger Adam Brown
Type of Meeting Strategy Discussion
Planned Meeting Date 28-Jun-2021
Length in Minutes Unspecified
Location

Update Meeting Details and Scheduling
Update who the meeting was recorded on behalf of
Complete Meeting
Cancel Meeting
Export meeting event

👤 **Meeting Attendees**

📌 **Recommendations**

Once the meeting has been held, Please **Start the Recommendations**.

Assigned To Adam Brown (Reassign)
Meeting Held - Write up Outcomes

● **Documents**

Create/Attach Document

Date ▼	Category	Type	Status	Editor	Notes	Download
15-Jul-2021	Meeting document	Meeting document	Completed	Adam Brown - System Admin		Strategy Discussion Minutes.docx

If you click on it from the table, you will be presented with the following screen. From here, you can click the link to **View the Document** which will download the document to your computer, and you can also click on the pencil icon to add notes or comments.

Details
Audit

Document Details

Document Type: Meeting document
Date: 15-Jul-2021
Editor: Adam Brown - System Admin
Status: Completed
File: .docx 11 KB
Original Filename: Strategy Discussion Minutes.docx
Document Number: 1075607

Document
▶ View the Document

Subject
▶ Strategy Discussion planned for 28-Jun-2021

Notes / Comments / Review

Notes / Comments

Access Control
Restrictions: **None Selected**
▶ Specify Access and Restrictions
▶ Administrative Actions

Notification
Notification: Adam Brown - System Admin

Once you have finished in this area, use your internet browsers back button to return to the meeting screen.

Any uploaded documents can be accessed from within the meeting screens in Liquidlogic and also from a child's basic demographics page in the **Documents** link.

Child: Sean Morning 9 years 06-Sep-2011 (Ref: 2006125)

Documents
▶ Create/Attach Document

No filter applied - 3 records.

	Date	Category	Type	Status	Editor	Notes	Other Episode	Download
1	15-Jul-2021	Meeting Invite	Meeting Invite	Draft	Adam Brown - System Admin		No	Download the document
2	15-Jul-2021	Meeting Invite	Meeting Invite	Completed	Adam Brown - System Admin		No	Download the document
3	15-Jul-2021	Meeting document	Meeting document	Completed	Adam Brown - System Admin		No	Strategy Discussion Minutes.docx