



Internal Ref:	NELC-MILL-001
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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



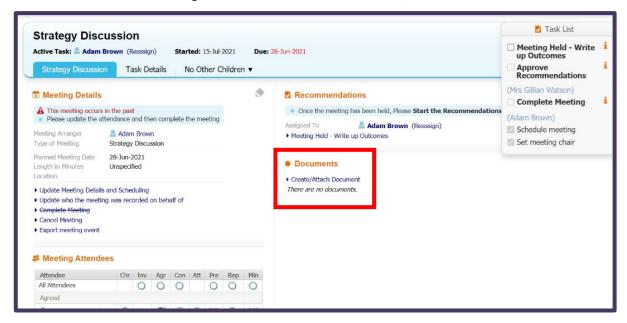
Attach minutes to a Meeting

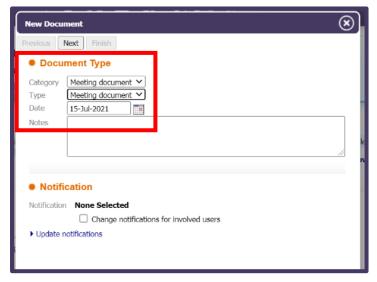
You can upload minutes to the following meetings in Liquidlogic:

- 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**.



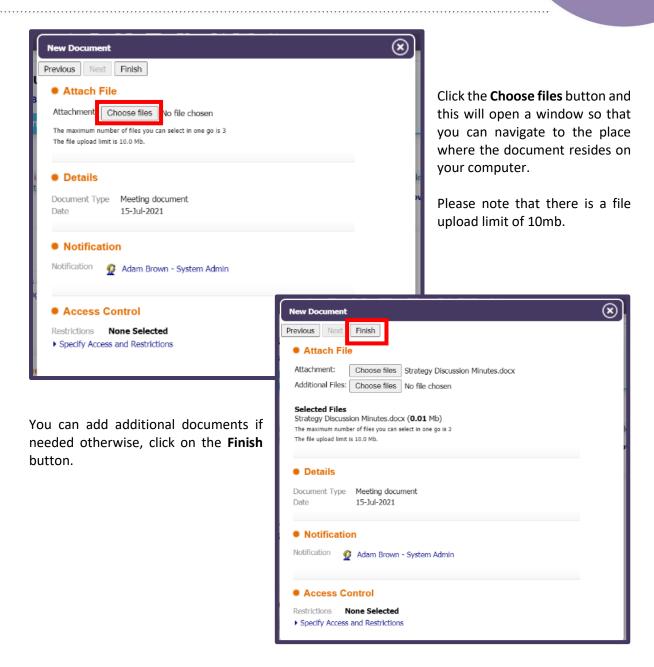


A pop-up will appear in the middle of your screen.

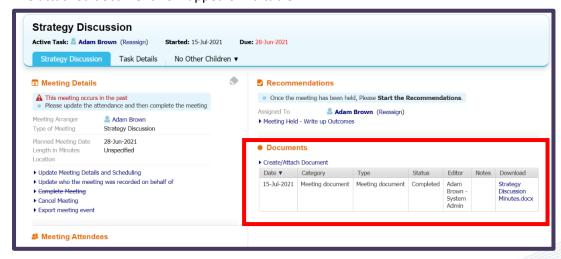
Click into the **Category** dropdown and select **Meeting document**. A new dropdown will appear (**Type**). Click in this dropdown and choose **Meeting document**.

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

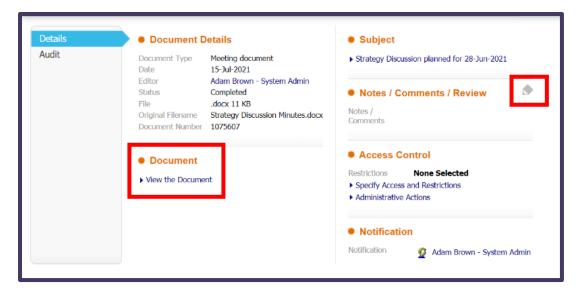
Click on the **Next** button.



The attached document now appears in a table.



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.



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.

