

Creating Meeting Folders

SharePoint Committee Training

Document title

Committee documents are stored using a combination of document sets and folders that have been pre-configured for committee use. This guide will give instructions on how to create new documents sets and folders as required.

Creating Document Sets

All document sets are stored within a library called Agenda & Minutes and are sorted into views called Agenda & Minutes (current year) and Agenda & Minutes (past years).

1. From the Overview page, click on the link Agenda & Minutes (current year)

Overview

Agenda & Minutes (current year)

Agenda & Minutes (past years)

Flying Minutes

Membership

Induction Program

Meeting Dates

Reports

Resources

Announcements

Committee Discussions

Private Discussions

Site Contents

2. Click the Files tab in the upper left corner

Griffith University - SharePoint Intranet

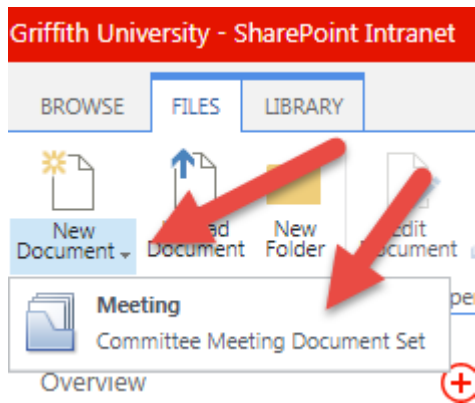
BROWSE

FILES

LIBRARY



3. Click the arrow under New Document at the far left of the ribbon, then select Committee Meeting Document Set.



You may find that there are other types of document or document sets listed here but this type is the one used for committee documents.

4. In the form that appears, enter the information into the fields. Type the information or use the tags or calendar icon at the end of some fields to select from the options provided. For the document set to appear in the correct location, ensure you enter a year into the Year field.

New Document Set: Meeting

ABC Spelling...

Name *	<input type="text" value="BET 1st Quarter 2018"/>
Description	<input type="text"/> <small>A description of the Document Set</small>
Meeting Number	<input type="text" value="1"/>
Year	<input type="text" value="2018"/>
Month	<input type="text" value="March"/>
Date	<input type="text" value="3/03/2018"/>

5. Click Ok

The document set has now been created and will be pre-populated with the folders you need.

Meeting Documents ▸ BET 1st Quarter 2018



BET 1st Quarter 2018

Meeting Number

1

Date

3/03/2018

Month

March

Year

2018

[View All Properties](#)
[Edit Properties](#)

[+ new document](#) or drag files here

Find a file

✓	📁	Name	Modified	Modified By
		Agenda	... A few seconds ago	<input type="checkbox"/> Jessica Bravo
		Agenda Attachments	... A few seconds ago	<input type="checkbox"/> Jessica Bravo
		Minutes	... A few seconds ago	<input type="checkbox"/> Jessica Bravo

6. To locate your document set again, click on Agenda & Minutes (current year) and your document should display here:

Griffith UNIVERSITY Committees and Working Parties **BET Committee** [EDIT LINKS](#)

Meeting Documents

Overview

[+ new document](#) or drag files here

[Agenda & Minutes \(current year\)](#) [All Documents](#) [Agenda & Minutes \(current year\)](#) [Agenda & Minutes \(past years\)](#) ...

✓	📁	Name	Modified	Modified By
		BET 1st Quarter 2018	...	

Click on the name of the document set to open it and you should see the screen from step 5.

Extra Tips:

1. Each January, document sets from the previous year will now move to the Agenda & Minutes (past year) link. If you can't find an old document set, it will probably be located here.

Griffith UNIVERSITY Committees and Working Parties **BET Committee**

Meeting Documents

Overview

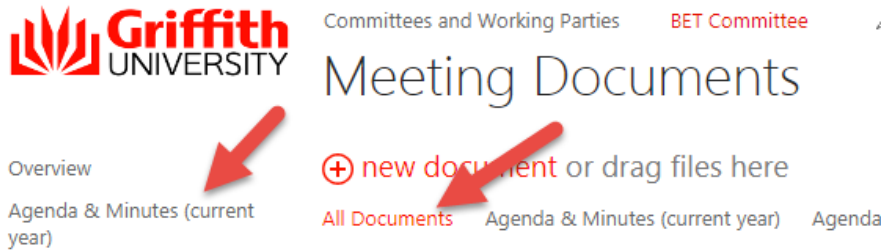
[+ new document](#) or drag files here

[Agenda & Minutes \(current year\)](#) [All Documents](#) [Agenda & Minutes \(current year\)](#) [Agenda & Minutes \(past years\)](#) ...

✓	📁	Name	Modified	Modified By
		Year : 2017 (1)		
		Year : 2016 (1)		

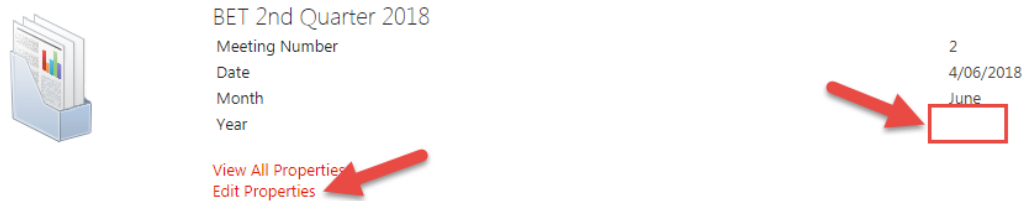
2. If you create a document set and do not fill in the Year field, the document set will not appear in the Agenda & Minutes (current year) link, nor the Agenda & Minutes (past years). To find it:

- a. Click on All Documents in the Agenda & Minutes (current year) link



- b. Click on the document set that is not appearing in the Agenda & Minutes (current year) link. This will show the same screen from step 5 above.
- c. Check if there is a Year listed. If not, click Edit Properties

Meeting Documents • BET 2nd Quarter 2018



- d. Enter the year into the Year field in the form. The document set will now appear in Agenda & Minutes (current year) or Agenda & Minutes (past year).