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Introduction

The CCAMLR Groups facility has been established to foster improved collaboration amongst intersessional working groups.

CCAMLR Groups is built using open source tools and is hosted by the CCAMLR Secretariat. The basic structure of the each *Group* provides:



Topics a forum for discussion between *Members* of the group on various *Topics*



Notebooks collaboration on documents and other information to be shared in a *Notebook*

Groups

A Group is a collection of users all having the ability to access and contribute to Topics and Notebooks as a means of collaborating intersessionally. Members of a Group may be notified whenever content is added or changed.

Topics

A Topic is a dynamic discussion amongst Members of the Group on a particular subject or topic. The thread is made up of a series of comments in chronological order that are attributed to the Member of the Group that posted them. When a new Comment is posted an email notification can be sent to alert either all or some of the Group that there is a new contribution to the discussion.

Notebooks

Each Notebook is made up of Book Pages and is a way of creating a more permanent information resource for each Group. The way in which the Notebooks are used will probably differ between Groups. For example a Notebook could contain documents that Members of the Group consider to be relevant to the work of the Group, this might include attaching information papers, code or data files to a page and providing a description on the each page itself. Another option might be to have a Notebook that forms the basis of the report of the Group, perhaps by having a page for each section and inviting Members of the Group to contribute text to various pages. As with the Topic discussion threads, an email notification can be sent to alert either all or some of the Group to let them know when a new contribution has been placed in the Notebook.

The following sections provide a brief overview of the system and how to achieve the basic tasks of logging in and contributing to a group.



Accessing CCAMLR Groups

CCAMLR Groups can be found at <http://groups.ccamlr.org>

This URL will take you to the following screen:

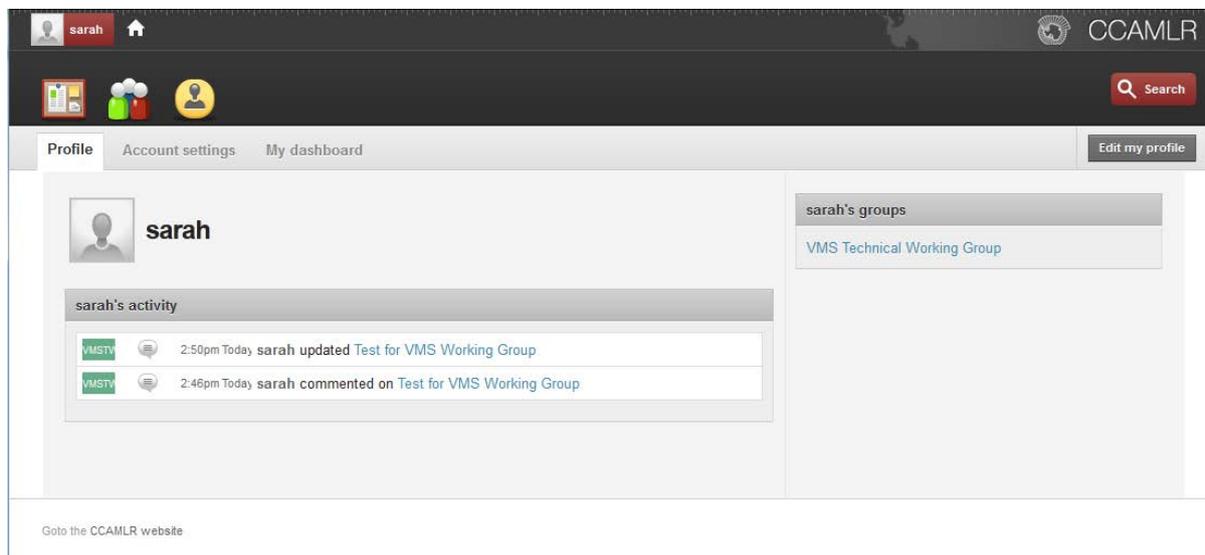
A screenshot of the CCAMLR Groups login page. The page has a dark header with a 'Log in' button and a home icon on the left, and the CCAMLR logo on the right. Below the header, there are two tabs: 'Log in' (selected) and 'Request new password'. The main content area contains a login form with two input fields: 'E-MAIL:' and 'PASSWORD:'. Below these fields is a 'Log in' button. At the bottom of the page, there is a link that says 'Goto the CCAMLR website'.

Your email address and CCAMLR website password details are used to log-in to CCAMLR Groups. If you do not have a login for www.ccamlr.org please contact your CCAMLR system administrator. If you do not have contact details for your CCAMLR system administrator contact the Secretariat at ccamlr@ccamlr.org for further information

User Profile

Once you have logged in, you will be directed to the User Profile page.

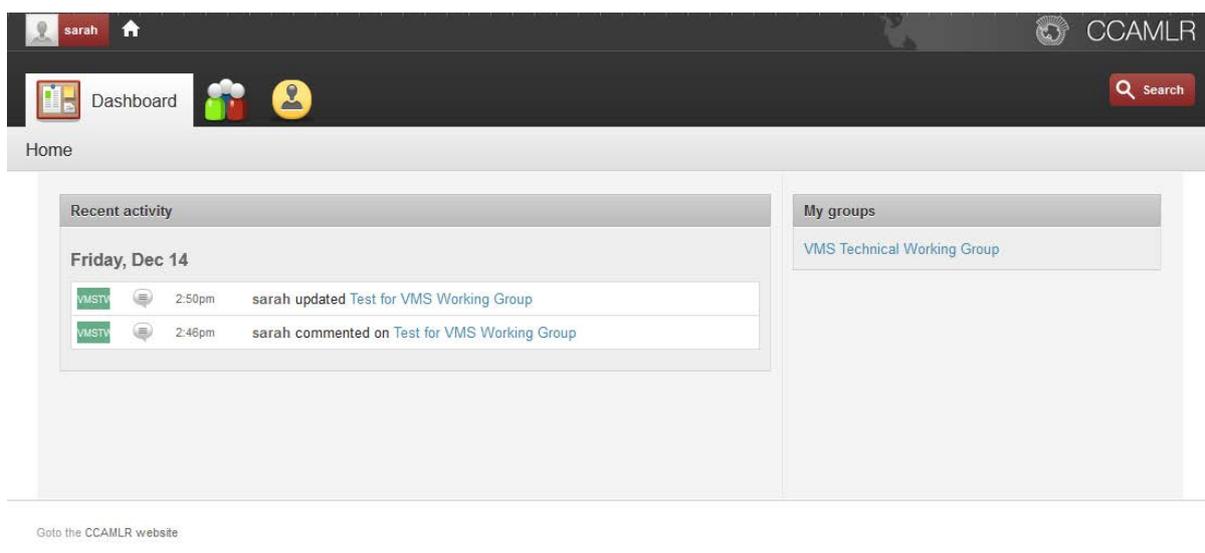
The user profile page provides a list of Groups that you are a member of and a summary of recent activity that you have contributed.



There are three main functions on the User Profile Page: Dashboard, Groups and Members.

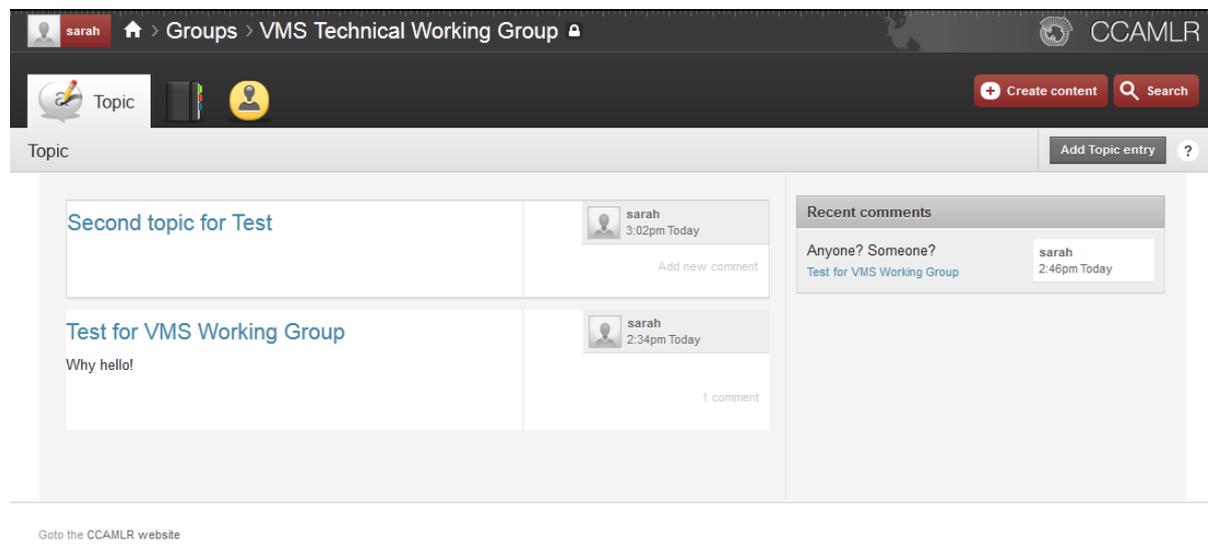
Dashboard

The Dashboard lists all recent activity in the CCAMLR Groups that you belong to.



Accessing a particular Group

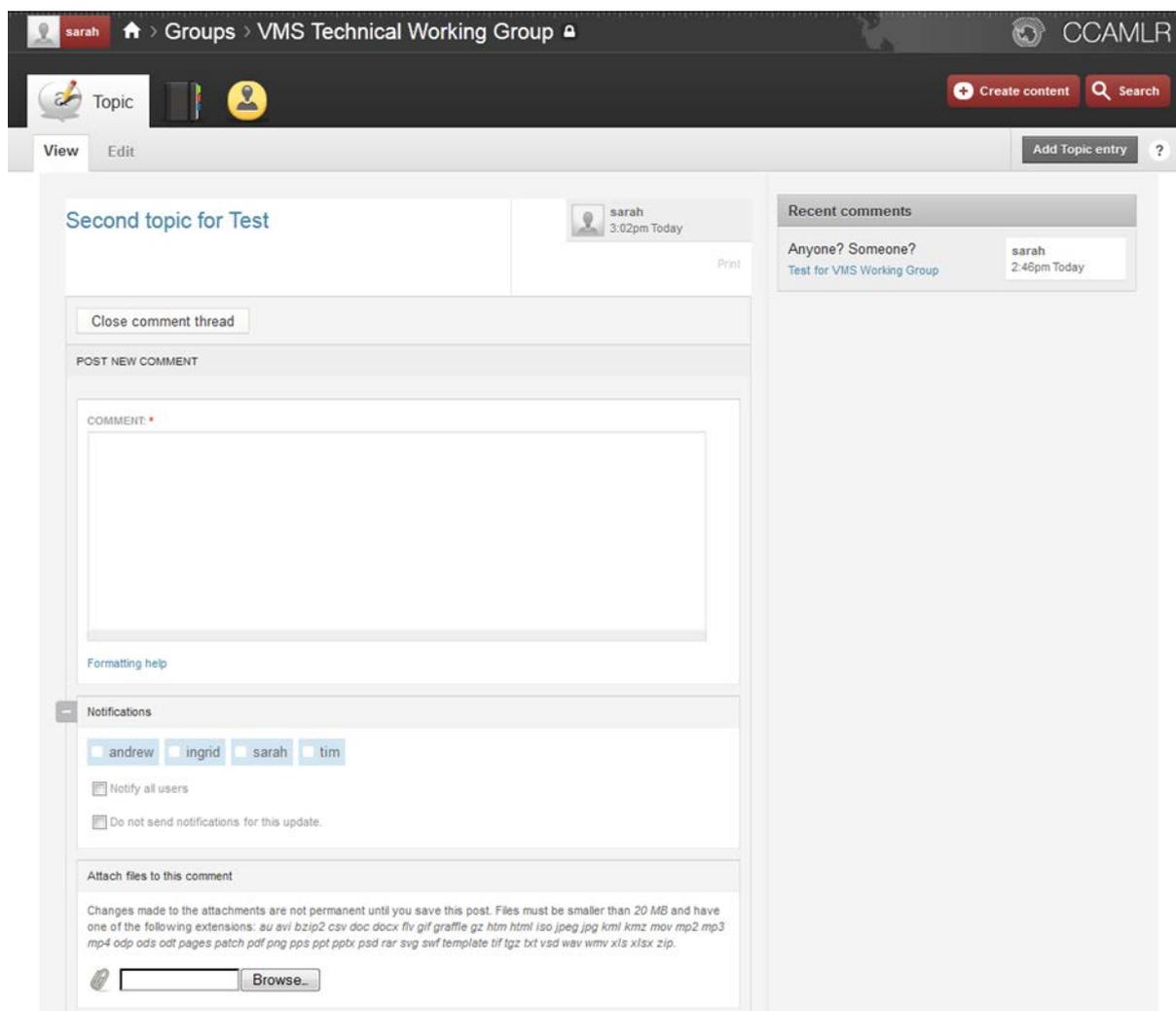
Clicking on a Group in My Groups, you will be taken to a list of discussion threads (Topic tab) associated with that Group.



Alternatively if you receive a notification of a recent addition to a group there will be a link in the email that will take you directly to the Topic or Notebook that has been updated.

Contributing to a Group discussion

You can contribute to an existing topic by clicking on the title of the topic and typing your comment in the comment box. You can then choose to send an email notification that you have added a new comment, either to selected Group members or all Group members. If you do not select either option, no email notifications will be sent. To complete the posting (including sending notification emails) click on Save. In the Groups system the Save button saves/posts your comment to the Group, if you wish to save your comment and come back to it later it may be better to do this offline, rather than posting an incomplete comment. Only a Group Administrator can edit comments after they have been posted.



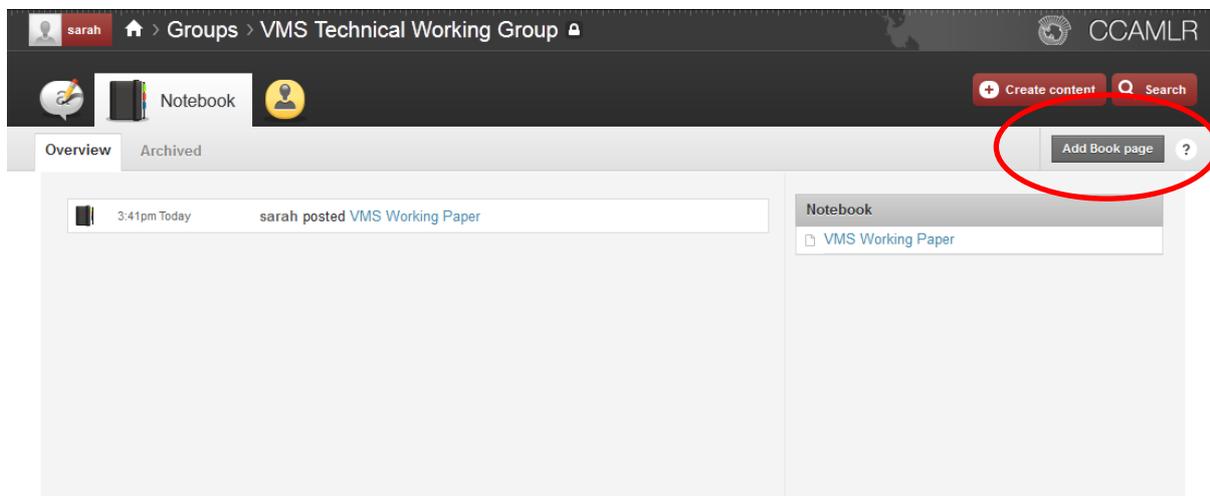
The screenshot displays the CCAMLR Groups user interface. At the top, the user 'sarah' is logged in, and the current group is 'VMS Technical Working Group'. The main content area shows a topic titled 'Second topic for Test' with a comment from 'sarah' posted at 3:02pm Today. Below the comment is a 'POST NEW COMMENT' section with a text area for the comment, a 'Formatting help' link, and a 'Notifications' section where users 'andrew', 'ingrid', 'sarah', and 'tim' are selected. There are also checkboxes for 'Notify all users' and 'Do not send notifications for this update.'. At the bottom of the comment section, there is an 'Attach files to this comment' section with a file upload area and a 'Browse...' button. On the right side, there is a 'Recent comments' section showing a comment from 'sarah' at 2:48pm Today.

To create a new Topic for discussion, click on the Add Topic Entry box. In general it is preferable to start a new Topic rather than to change the subject of an existing discussion thread.

You can attach files to your comment. Or alternatively you can place associated files in a Notebook.

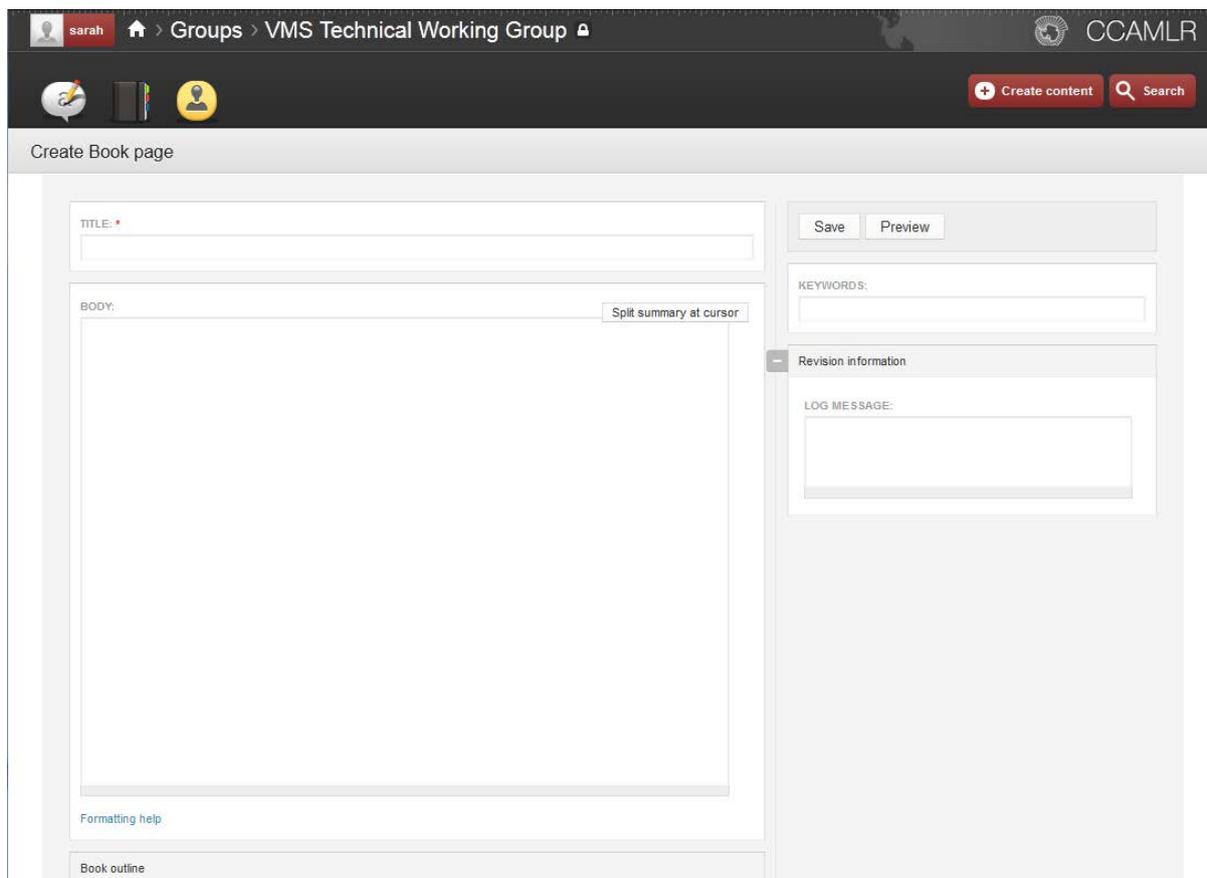
Contributing to a Notebook

To create a new Notebook or to add a page to an existing Notebook, select “Add Book page” tab.



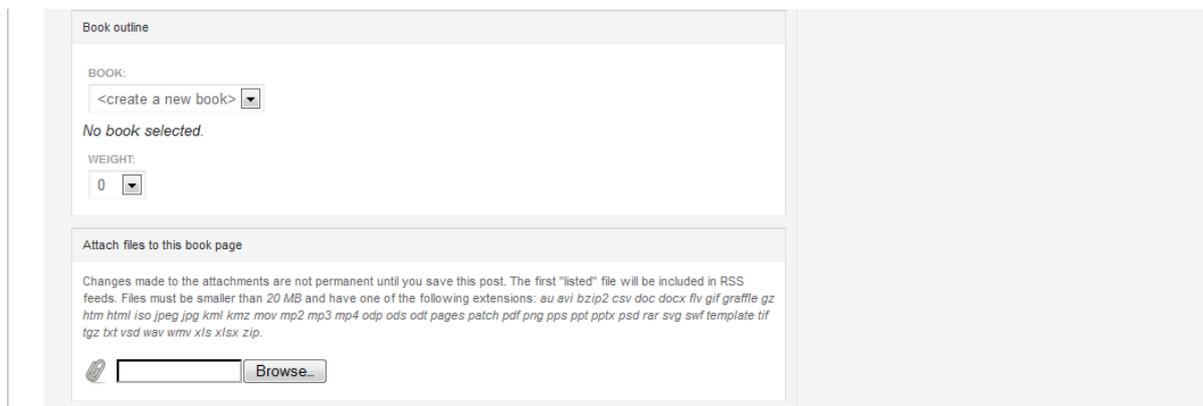
[Goto the CCAMLR website](#)

Add a Title and text (including supporting information) in the Body of the page.



You can choose to create a new Notebook or add a page to an existing book by selecting from the dropdown box under book outline.

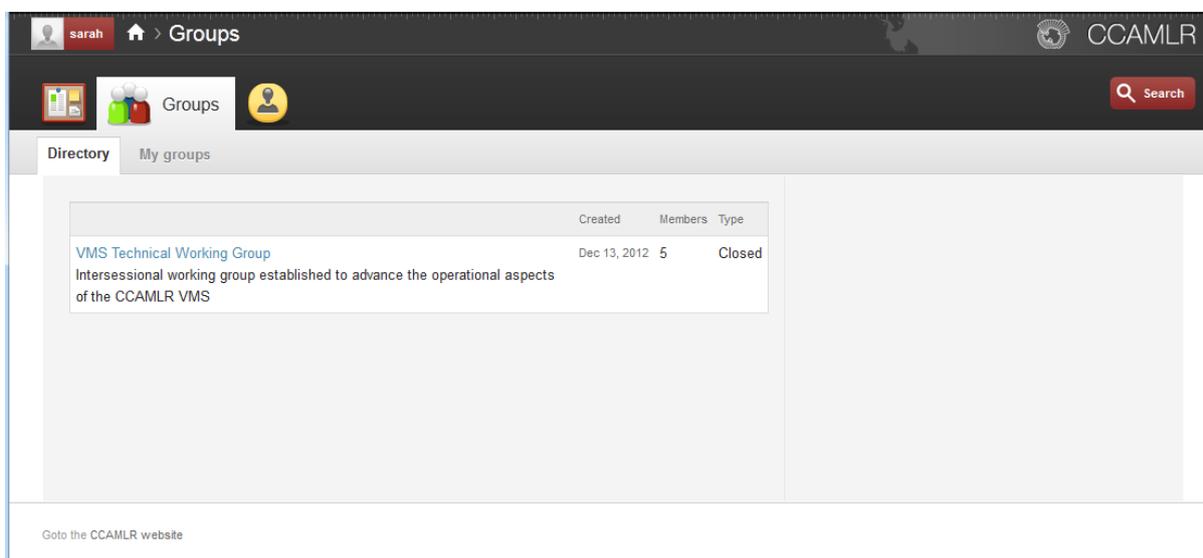
Attach any files that might be associated with the book page.



As with the Topics page you can choose to notify individual Group members or all Group members that you have added a new book page by clicking Save.

Groups

The Groups tab will take you to:

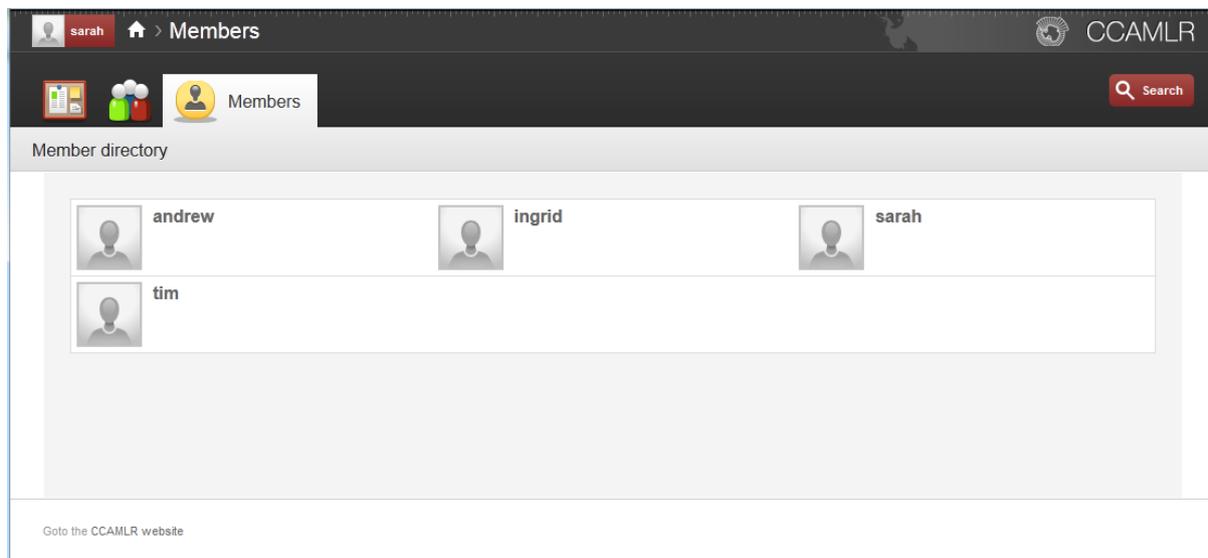


The Directory and My Groups tabs list the Groups you belong to. You can access these Groups by clicking on the title.



Members

The Members tab will take you to:



This page lists the members of your Groups and you can access the threads they post by clicking on their activity. You can also see the Groups they belong to and access these from the right hand text box.