Needed Programming Changes to MEP Internal Clearinghouse

From: Mary Kernel 03/17/2014

**PRIORITY NUMBER ONE**

1. When I go to delete a subcategory (and all its files at once), it returns and error. It makes me go into the “resources” one by one and delete them first. I wouldn’t mind this so much except that I first have to “filter” the resources to find the specific resources for a particular subcategory, and then I must select one and delete it. After I delete it, the screen filtering flips back to the “All” and I have to filter again and select the next document to delete. Please fix the flip back to “all” and have the program stay showing the last “filter” that I ran. Additionally, if you can create a way to “select” multiple files (resources) and then “delete” the marked files, then that would save a lot of time as well. A wonderful enhancement to the RESOURCES view would be to add a column for Category, and Subcategory. If I had it displayed like that in columns (Category, Subcategory, Resource file name, date uploaded and dated last modified) AND, if I was able to click on the column heading to sort (by category, or by subcategory, or by date), then it would replace the need for the filtering and I think would be much more user friendly for the administrator trying to keep the files current.

**SECOND PRIORITY**

1. We really need to have ONE MORE LEVEL of embedded organization within the clearinghouse. We already have the MAIN HEADINGS (Home, Instruction, Program, Secondary and Admin) We will keep the “CATEGORY” tab. We need to **add** the “Workshop Title”. Then keep the “SUBCATEGORY” and the “Resource”. I have created and attached an Excel spreadsheet to help understand the organizational structure I am considering. It is just getting too hard to organize within only three levels of organization. I can use this organizational structure with MEP staff (maybe present it at our next MEP meeting) so that when they are turning in documents for me to upload, we can agree how they should be enumerated and exactly where they will go.

**LOWER PRIORITIES** (or perhaps these are simply smaller, quick revisions…)

1. I have tried to delete the “------“ that is at the top of the instruction tab but it returns an error every time. I have deleted all the content under that category but it still won’t let me delete. PLEASE DELETE.
2. Since all the “public” files have been moved under the Resources tab on the MSDR home page, there is no longer a need to have the “Is public” field at all. This can be deleted.
3. Under the “USERS” tab, you can delete the “View Submitted Resources” as there will only be one gatekeeper uploading the documents to the site at any given time. Although the gatekeeper may change from time to time, each individual will not be uploading resources, so there is no need to have this column.
4. Under the “USERS” tab, please add a column that says “Organization” so that we can tell at a glance, who from each of the MEP offices is a current user. This will make updating quicker. Please add a way to delete multiple users at one time (like “marking” the user with a checked box and then deleting all the “marked” files)
5. Under the “ORGANIZATIONS” tab, please delete MERO 105 and MERO 171 as well as the “Yakima” organizations. (MERO 171 and MERO 105 have been replaced by ESD 171 and ESD 105 and Yakima is not part of our MEP internal staff who are users in the clearinghouse.) This also brings up the question—now that we use our regular MSIS login to access the clearinghouse, are these entire “USERS” and “ORGANIZATIONS” screens even necessary anymore?
6. Under the ADMIN tab, please delete the “NEWS” tab and everything under it. We no longer use it.
7. Under the ADMIN tab, there is also an “EVENTS” page that has calendar items on it. Is this the location for our MEP calendar of workshops and other events? Should it be moved somewhere else rather than under the clearinghouse admin tab?
8. If we do away with filters in exchange for being able to sort the information by category, subcategory or by resource file name, then we can delete the entire “FILTERS” tab that is found under the ADMIN tab. It should no longer be needed once we have the ability to click on column heading and sort.
9. In the ADMIN tab there is a “Dashboard” tab. The “Quick News” section of this page can be deleted, but keep the “at a glance” and the “quick links”. I use the quick links a lot to manage the files.