Hi all,
here are some comments about document types and submission pages.

> *TWM: Try to minimize document types: all documents with the same set of metadata should be a type*
- Yes. Having this in mind, I think that your 4 document types are well chosen:
        Note, Generic File, Letter, Photo.
- I would include in the File type box all the files that are not.(Notes or Letters or Photos)
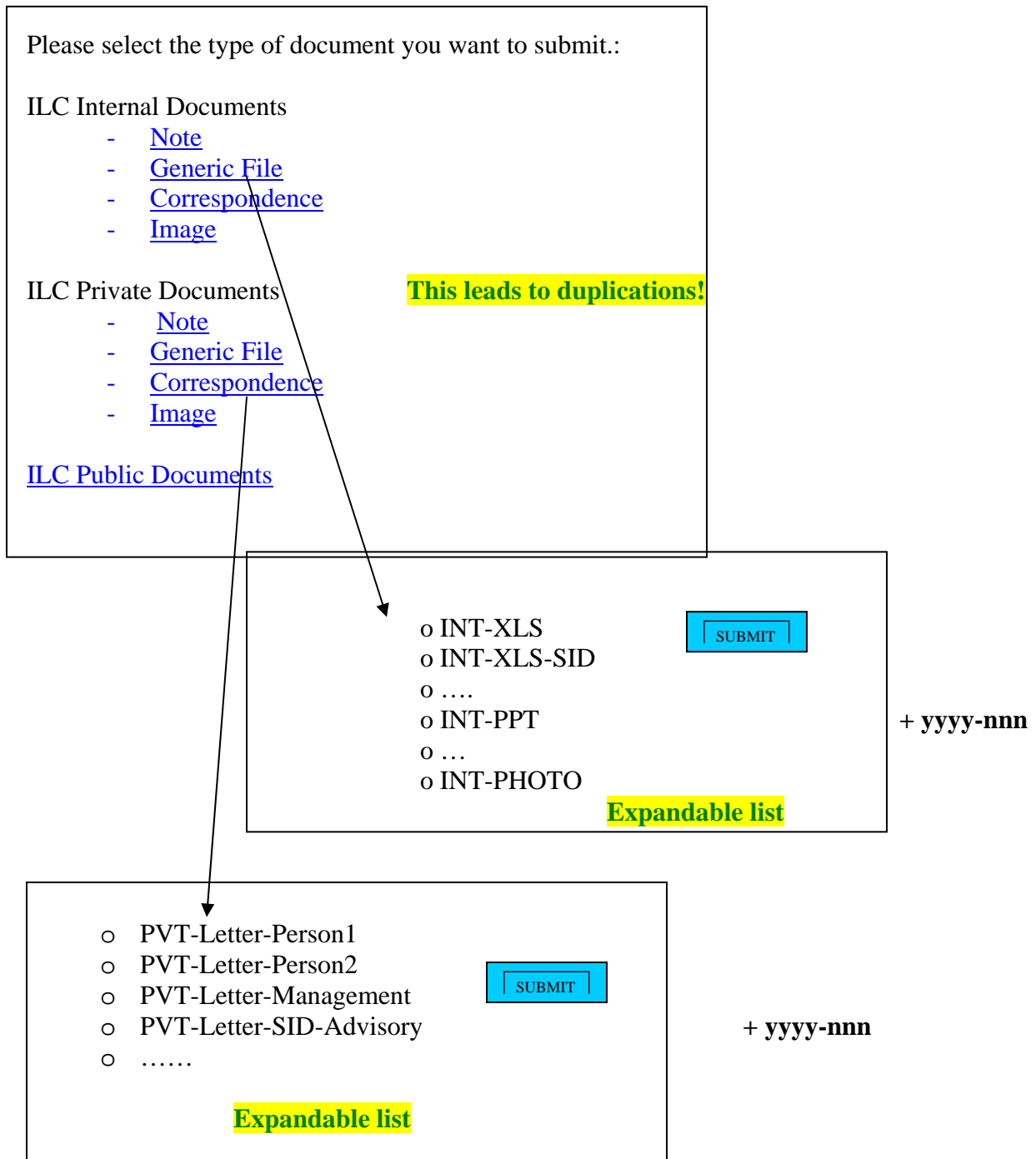- I agree that minutes should be stored in Indico, but just in case we want to allow users to save them in here,   they can be viewed as a "Generic file" documents
- Also, I think it is a good idea to distinguish between internal, private, public
- The submitted documents can belong to one or more collections. To be defined. (it can be done a posteriori, but it has to be done if we want the submitted document to be searchable).
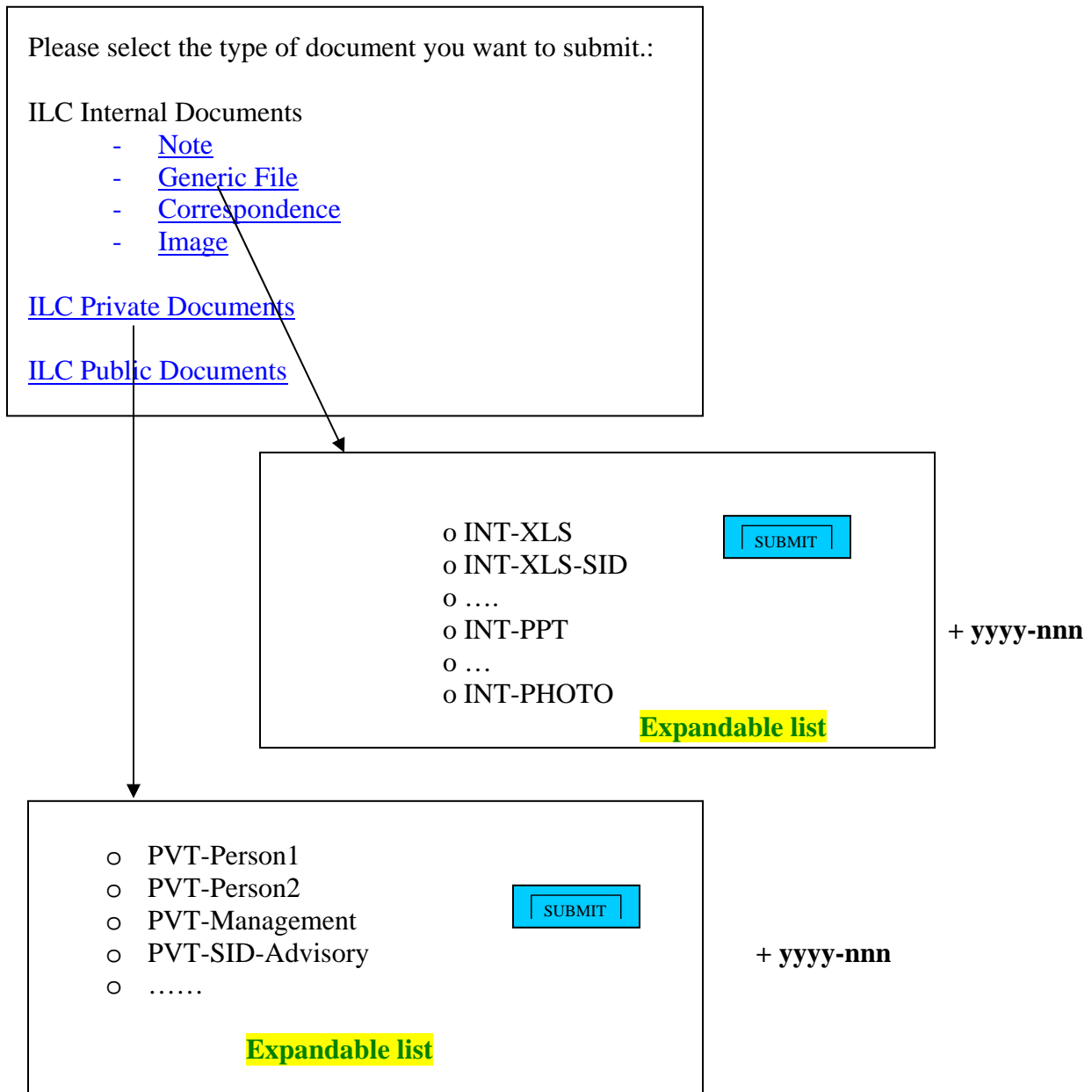- Internal and private (and public) documents can in principle be of the type Note, Generic File, Letter, Photo and we want both this info to appear in the record name. We are classifying a record according to the visibility to the world (3) and to the type (4). Therefore, we have 12 combinations right now. Of course, we don't want to have duplications in the definition of document types. How to organize the Submit page? I see 3 different approaches:

1) The main Submit button leads the user to a page like:

Please select the type of document you want to submit.:

ILC Internal Documents
- [Note](#)
- [Generic File](#)
- [Correspondence](#)
- [Image](#)

ILC Private Documents   **This leads to duplications!**
- [Note](#)
- [Generic File](#)
- [Correspondence](#)
- [Image](#)

[ILC Public Documents](#)

o INT-XLS
o INT-XLS-SID
o ….
o INT-PPT   [SUBMIT]   **+ yyyy-nnn**
o …
o INT-PHOTO

Expandable list

o   PVT-Letter-Person1
o   PVT-Letter-Person2
o   PVT-Letter-Management   [SUBMIT]
o   PVT-Letter-SID-Advisory   **+ yyyy-nnn**
o   ……

Expandable list

This approach is not suggested because there are duplications.

2) The main Submit button leads the user to a page like:

Please select the type of document you want to submit.:

ILC Internal Documents
- Note
- Generic File
- Correspondence
- Image

ILC Private Documents

ILC Public Documents

o INT-XLS
o INT-XLS-SID
o ….
o INT-PPT
o …
o INT-PHOTO

SUBMIT

+ **yyyy-nnn**

Expandable list

o PVT-Person1
o PVT-Person2
o PVT-Management
o PVT-SID-Advisory
o ……

SUBMIT

+ **yyyy-nnn**

Expandable list

Suppose we want to submit a XLS file, visible to any ILCDOC user. We select "ILC Internal documents/Generic File" on the first page. We check "INT-XLS" on the second page.
The document will have as a record: ILC-INT-XLS-YYYY-nnn
Documents submitted to "ILC Private Documents" will be part of a special private collection (or more than one). Is one document type enough for the private documents? Which metadata we need to have for private documents?

3) Suppose we want to submit a XLS file, visible to any ILCDOC user. We select "Generic File" on the first page. We check "INT-XLS" on the second page.
The document will have as a record: ILC-INT-XLS-YYYY-nnn
The categories (INT-XLS, INT-PPT, …PVT-XLS-Person1, ….) will be listed all together . The number of categories could easily grow, unless we limit the number of them (not feasible in the long term). In addition, the user can be confused by the long list of categories, including PVT cat.

Please select the type of document you want to submit.:

-     Note
-     Generic File
-     Letter
-     Photo

Select category
     o INT-XLS
     o INT-PPT   SUBMIT
     o PVT-XLS-Person1
     o PVT-XLS-Person2   **+ yyyy-nnn**
     o…..
     o PVT-PPT
     o PUB

Questions about restricted documents

1) Private documents should go into special protected collections (Private Documents: Private Letters, Private Generic Files, ….). Visible from the main search page?
     Answer:

2) Access restriction. Do we want to:
     a. Restrict access to the search pages
     b. Restrict access to the files (fulltext)

     Answer: both a. and b.

3) *Internal Documents: Visible to anyone with an account on the ILC document server*
     a. Do we want to allow guests users to search inside public collections?
        Answer: Yes

     b. Is it possible to allow guest users to search inside "public" collections only?