IEEE STANDARDS ASSOCIATION

IEEE

IEEE 802 Liaison List
List Maintenance Instructions

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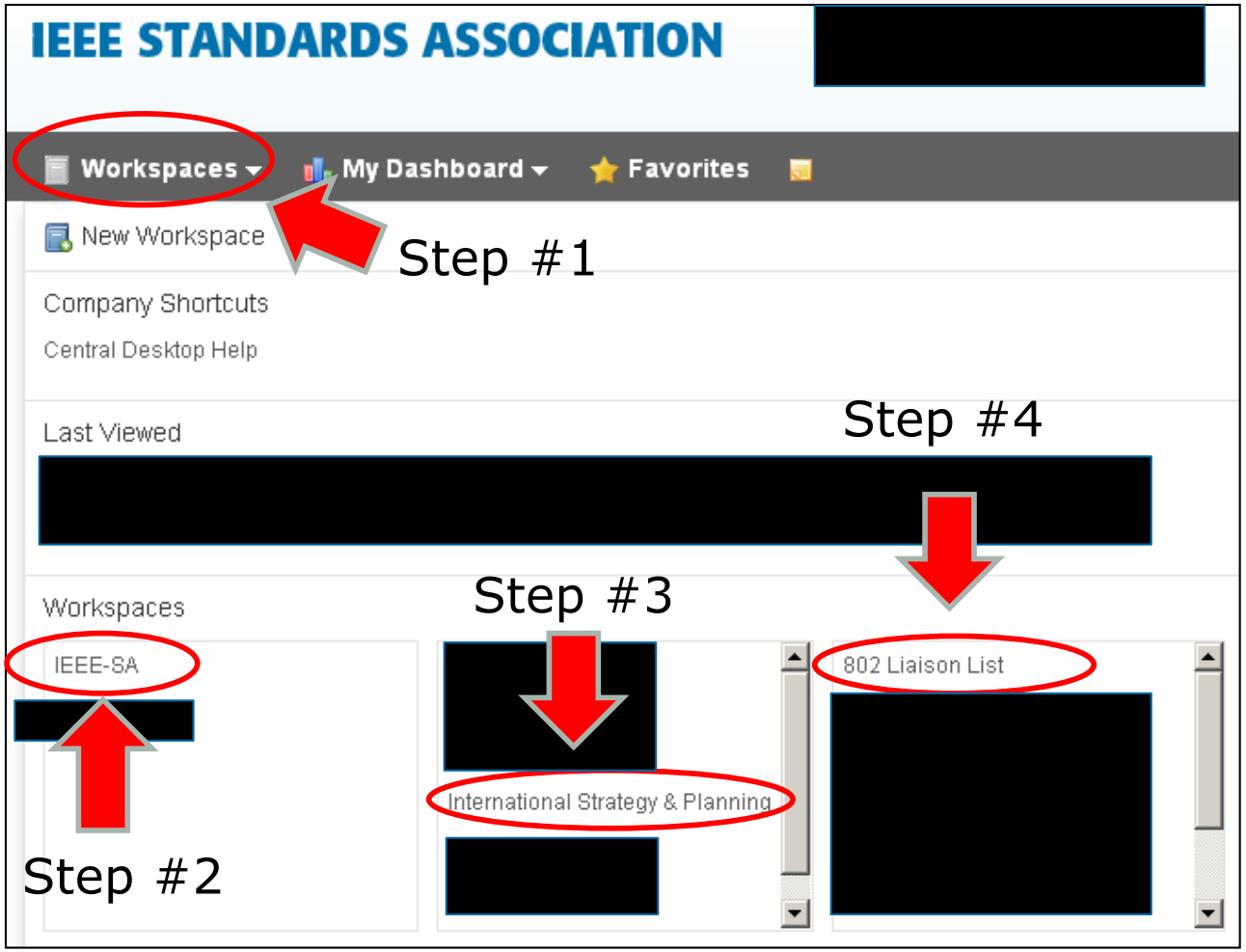
Introduction

- The database is located in the iMeet Central Workspace "802 Liaison List" (Can be found under IEEE-SA)
- The database is publically viewed at the following URL: https://ieee-sa.imeetcentral.com/802liaisondb/FrontPage
- The database contains 5 fields:
  - IEEE 802 Working Group
  - Liaison Organization
  - Liaison Organization Website
  - IEEE 802 Liaison Representative
  - Type of Liaison
    - Relationship - A cooperation facilitating a close working relationship between organizations typically via Liaison Statements, Liaison Officials or Liaison Facilitators.
    - Statement - A communication intended to advance cooperation among organizations.
    - Official - A person designated to advance communications among organizations.
    - Facilitator – A person, without any official designation, who participates in another organization as well as IEEE 802 to advance cooperation among the organizations.

Accessing the Database

- To access the database, you must login with your Central Desktop login information at the following URL:
  - https://ieee-sa.imeetcentral.com/login

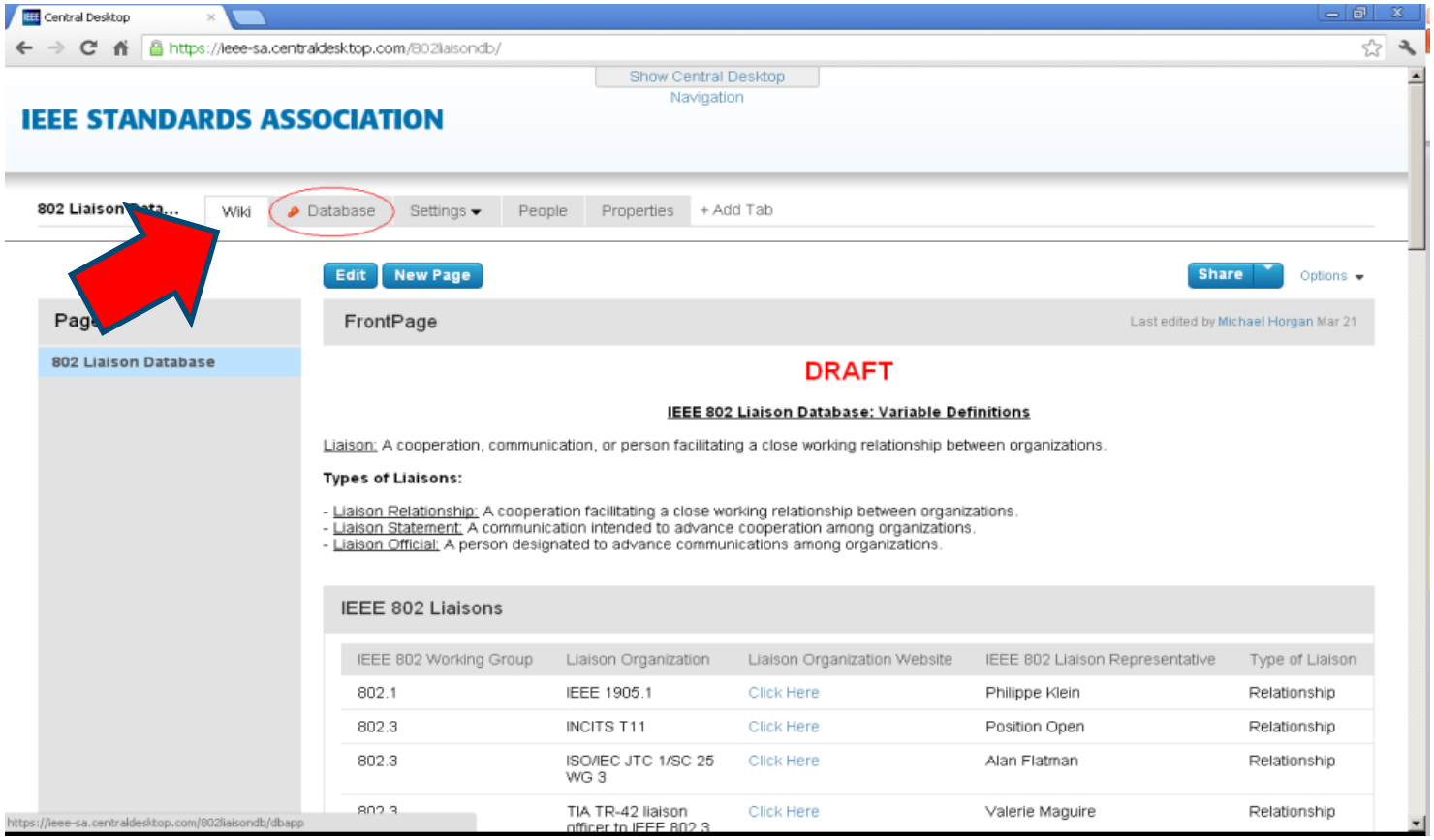


At the iMeet Central Homepage (after login), click the "Workspaces" drop-down menu. Using the Menu, locate the "802 Liaison List" Workspace by going to IEEE-SA → International Strategy & Planning → 802 Liaison List.

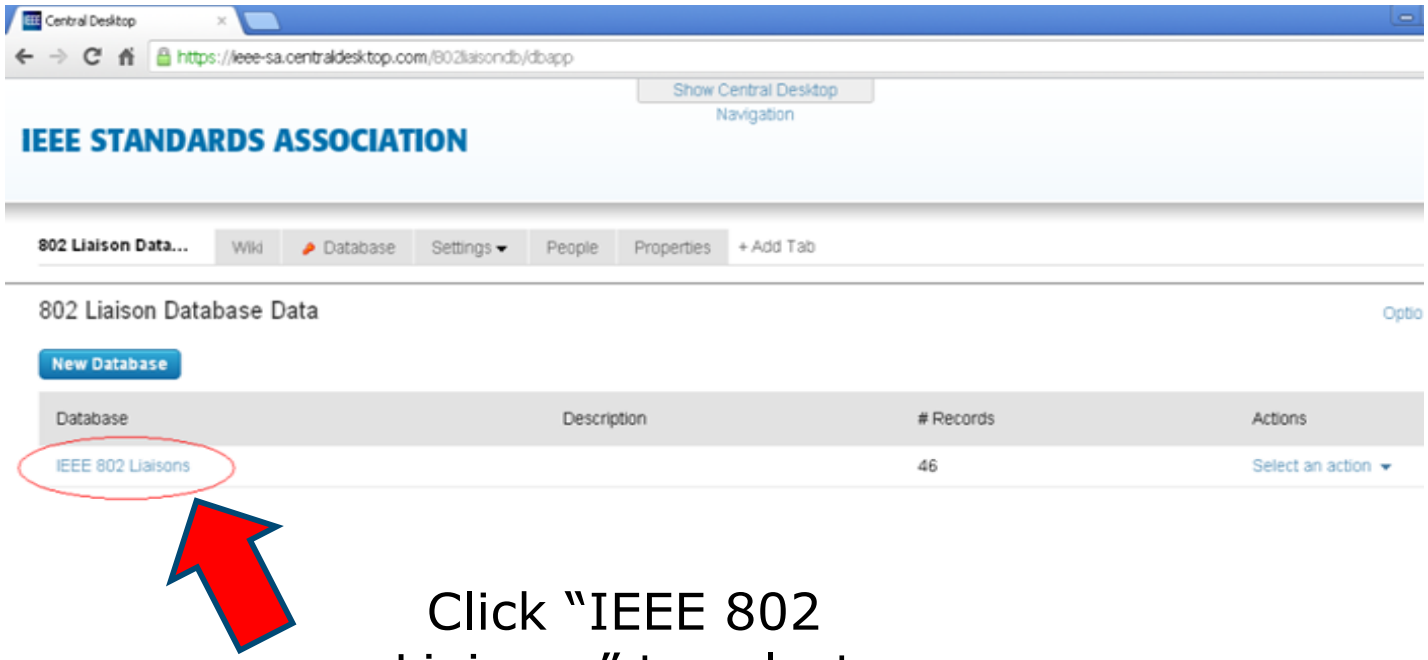
Accessing The Database for Edits - Step #1

Once you have logged into iMeet Central, you can access and edit the 802 Liaison List directly from https://ieee-sa.imeetcentral.com/802liaisondb/FrontPage

To access the Database view, click on "Database" at the top of the page.

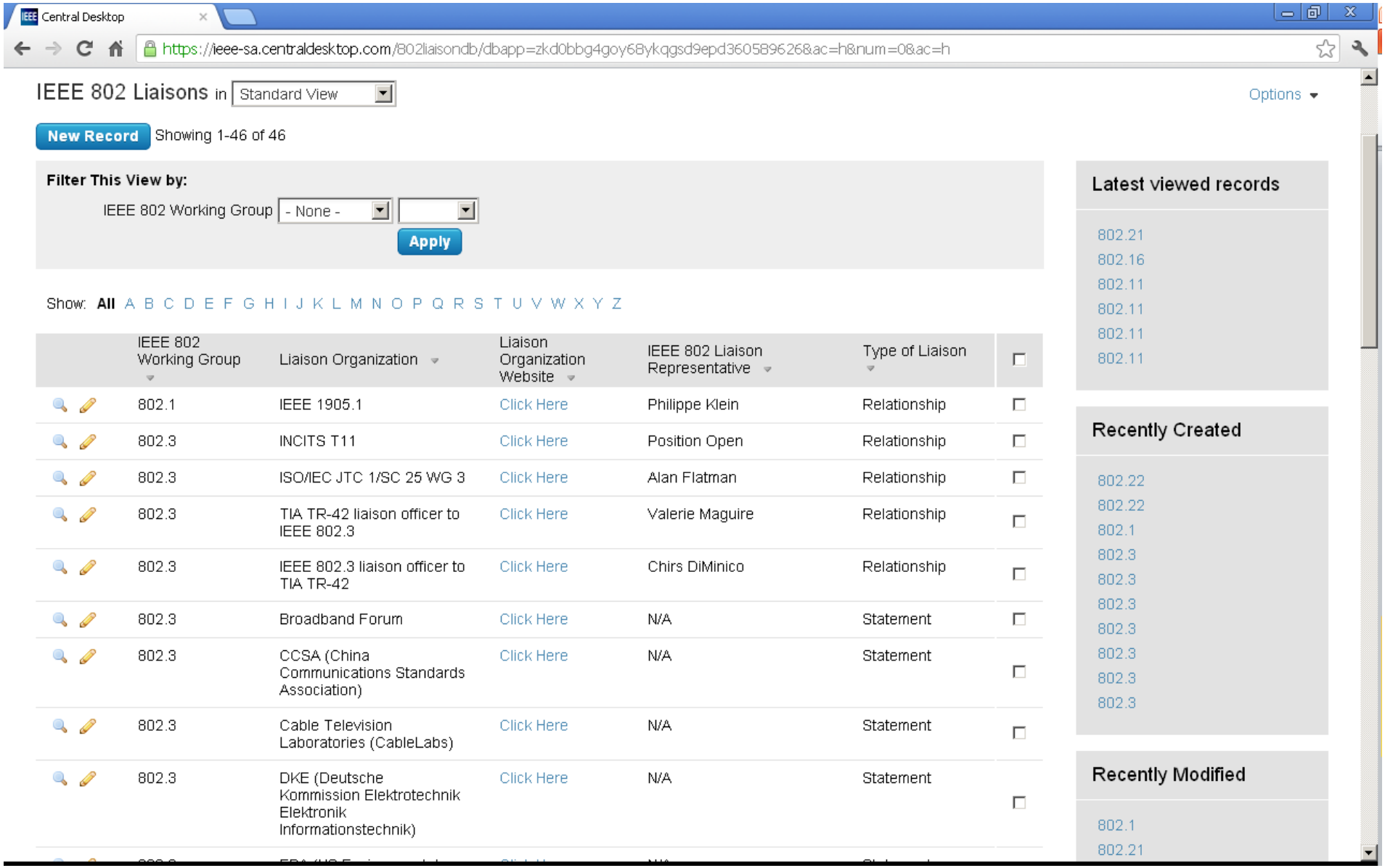


Accessing the Database for Edits - Step #2



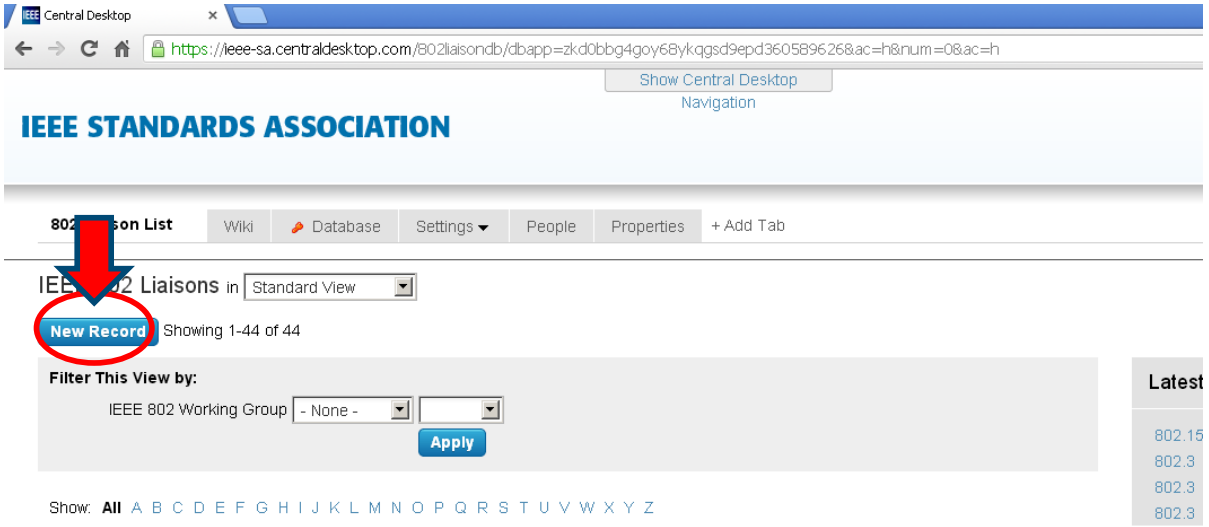
Click "IEEE 802 Liaisons" to select the database you are editing. (It is the only one listed).

Database view…

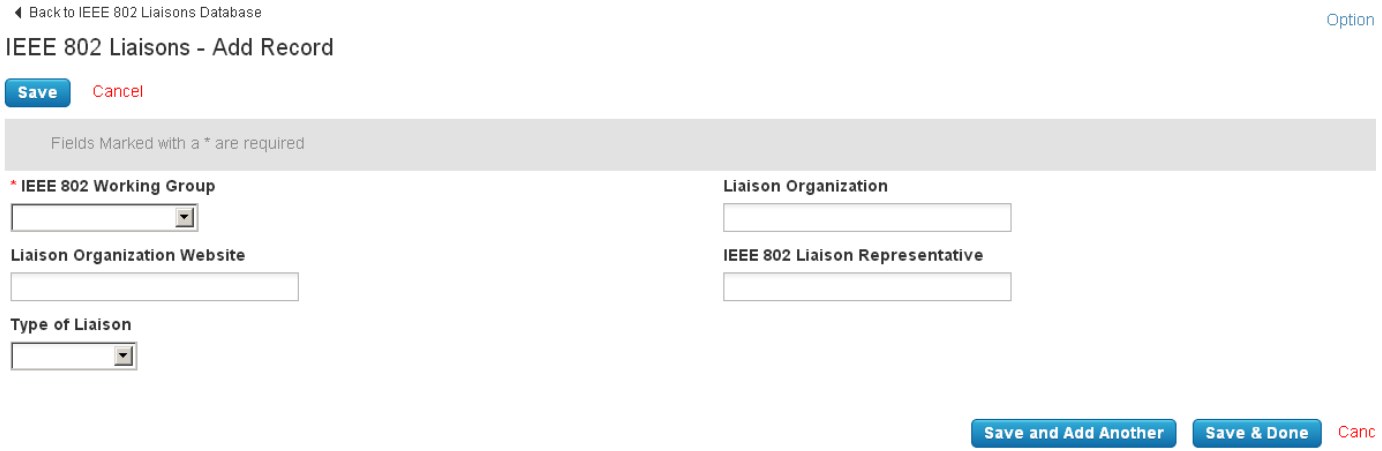


Adding a New Record

To add a new record, click the blue button in the top left corner of the page:



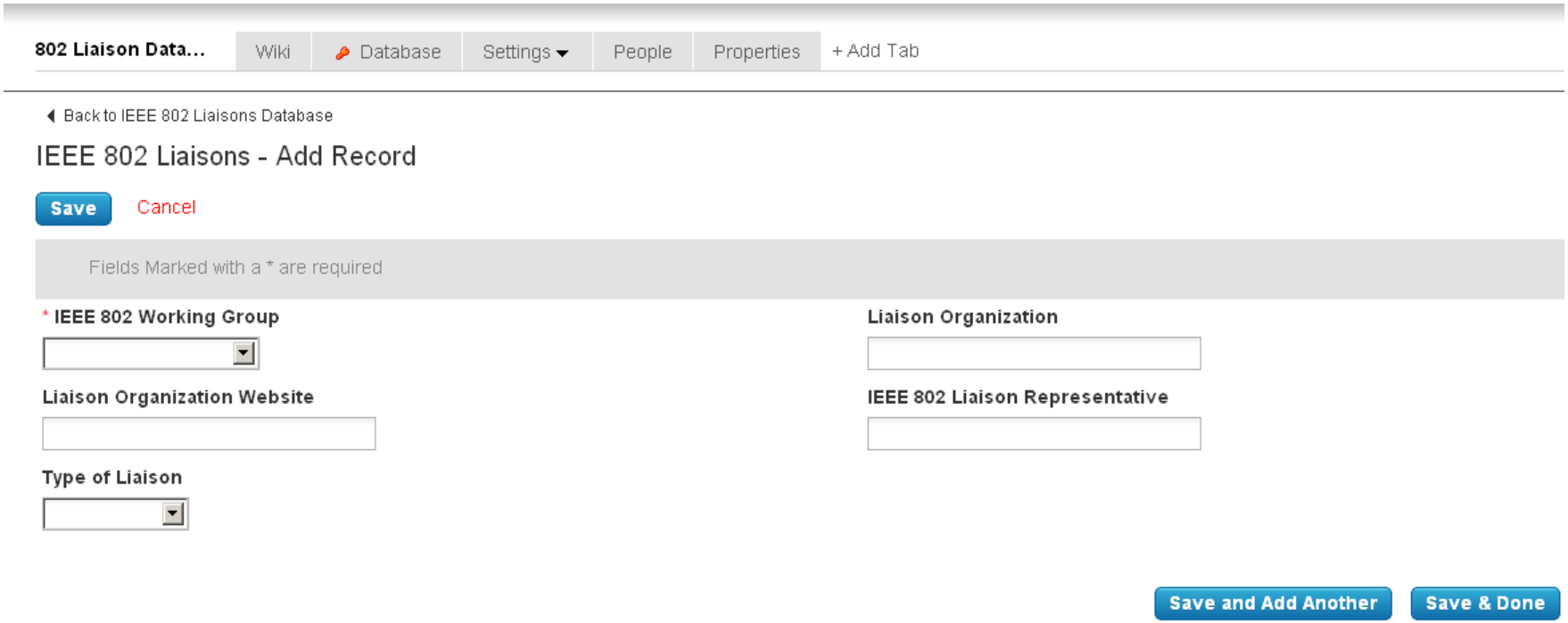
On the "Add Record" page, select and enter all applicable information in the five fields shown below (see next slide for more details). When finished, make sure to save your entry by clicking on either the "Save and Add Another" or "Save & Done" button.



Adding a New Record (Con't)

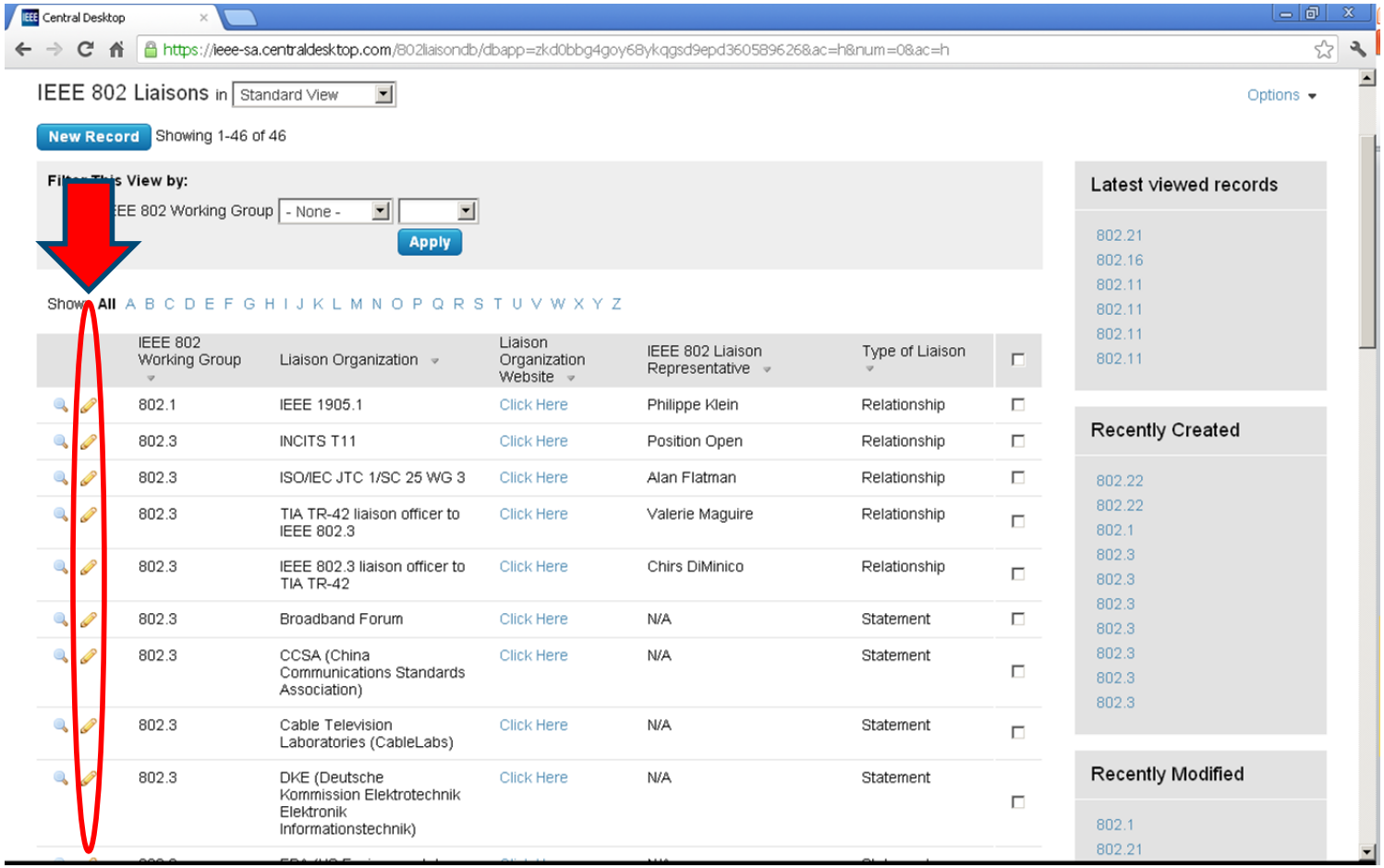
Individual Field Information:

- IEEE Working Group: Select the WG from the drop-down menu, or select "Add New Choice…". If "Add New Choice" is selected, you will be prompted to enter the new WG number.
- Liaison Organization: Enter the Organization in the text box.
- Liaison Organization Website: Enter the full URL in the text box.
- IEEE 802 Liaison Representative: Enter the name of the Rep. in the text box. If there is no actual person, enter "N/A".
- Type of Liaison: Select the liaison type from the drop-down menu.



Editing a Record

To edit a piece of data already in the database, locate the entry in the database view (shown below). After locating the data point, click on the corresponding pencil icon located to the left of the entry.

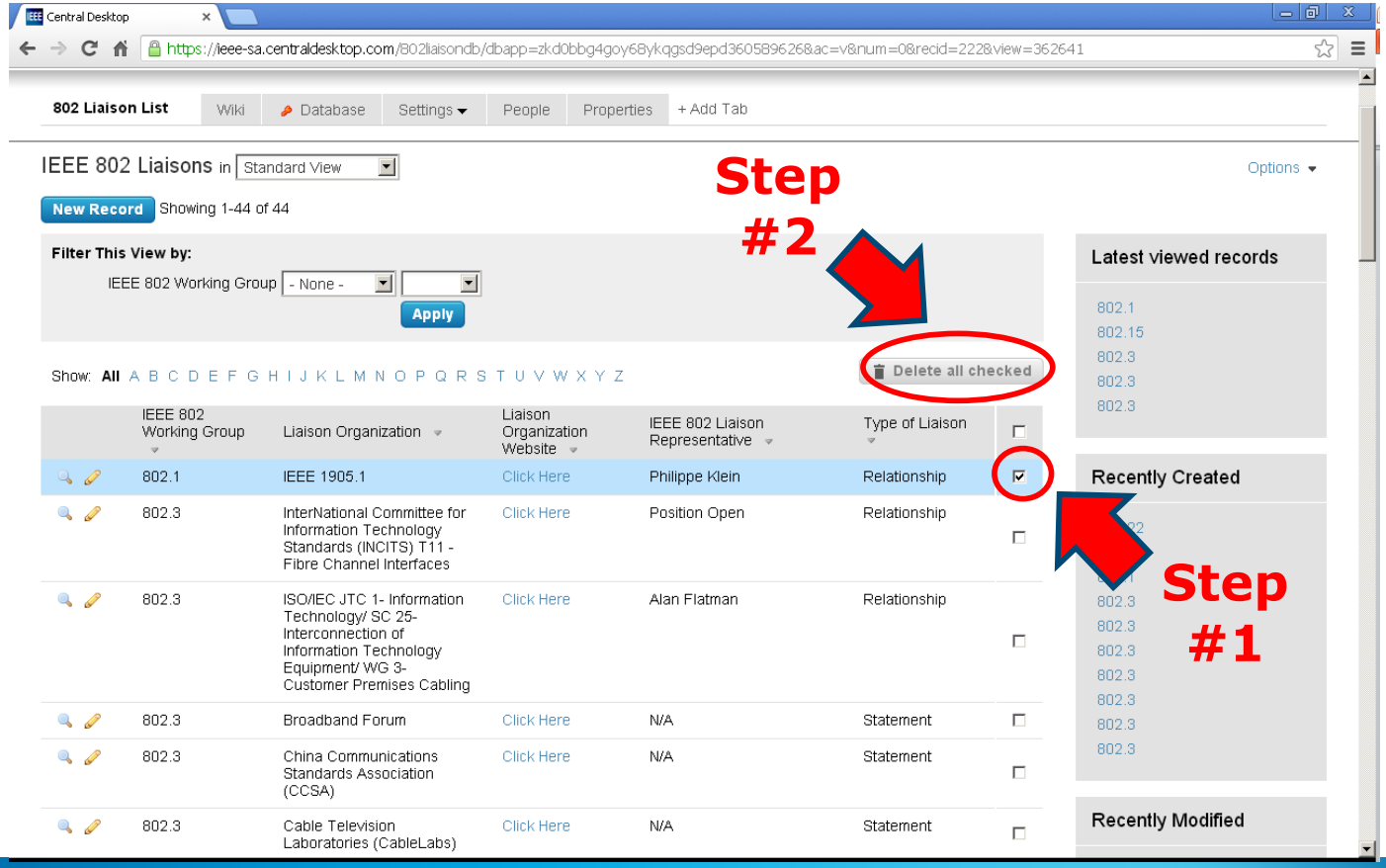


Editing a Record (Con't)

- After clicking on the pencil icon, you will be brought to a view that is very similar to the "adding a new record" view.
- You may now edit any of the five fields. After editing, make sure you save the edits by clicking "Save."

Deleting a Record

- To delete a record (or multiple records) from the database, locate the record you wish to delete. Then, click on the box located to the right of the record (after the check box is selected, the record will be highlighted in blue).
- After selecting all of the records you wish to delete, click the "Delete all Checked" button shown above the entries.



Questions?

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