

**Units Database Meeting Notes**  
**16 April 2003**

<b>Current Problems</b>	<p>Problems with:</p> <ul style="list-style-type: none"> <li>• adding New Units</li> <li>• tick box for reference books</li> <li>• objectives field not printing the full record for some units.</li> </ul> <p>To contact Armidale IT to have these problems fixed.</p>																
<b>Semester field</b>	<p>AGREED that this field should be validated – to contact Armidale IT with a request to modify this field so that users can only enter one of the pre-defined validated values. Should users want to enter another value, they will need to contact Liz/Trevor to get the value added to the pick list.</p>																
<b>Time Lines</b>	<p>Agreed (at the end of May) to look at what progress has been made with updating the database for 2004, with the aim of an earlier cut-off date.</p> <p>AGREED to revise and distribute last year's previous "Instructions" document.</p>																
<b>Training</b>	<p>A "back-to-basics" training session to be organized – looking at early May. Trevor to advise.</p>																
<b>Next Meeting</b>	<p><b>Next meeting scheduled for Thursday 1 May at 2pm.</b></p>																
<b>Timetabling Data</b>	<p>To request Armidale IT to revise section in database on internal timetable information so that it be formatted as follows:</p> <table border="1" data-bbox="517 958 1273 1077"> <thead> <tr> <th><u>Type</u></th> <th><u>Frequency</u></th> <th><u>Duration</u></th> <th><u>Special Requirements</u></th> </tr> </thead> <tbody> <tr> <td><i>Lecture</i></td> <td><i>2</i></td> <td><i>1 hour</i></td> <td><i>&lt;Free format field&gt;</i></td> </tr> <tr> <td><i>Tutorial</i></td> <td><i>1</i></td> <td><i>2 hour</i></td> <td><i>&lt;Free format field&gt;</i></td> </tr> <tr> <td><i>Practical</i></td> <td><i>1</i></td> <td><i>3 hour</i></td> <td><i>&lt;Free format field&gt;</i></td> </tr> </tbody> </table> <p>AGREED that we validate the Type and Duration fields to ensure consistency of data entry.</p>	<u>Type</u>	<u>Frequency</u>	<u>Duration</u>	<u>Special Requirements</u>	<i>Lecture</i>	<i>2</i>	<i>1 hour</i>	<i>&lt;Free format field&gt;</i>	<i>Tutorial</i>	<i>1</i>	<i>2 hour</i>	<i>&lt;Free format field&gt;</i>	<i>Practical</i>	<i>1</i>	<i>3 hour</i>	<i>&lt;Free format field&gt;</i>
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