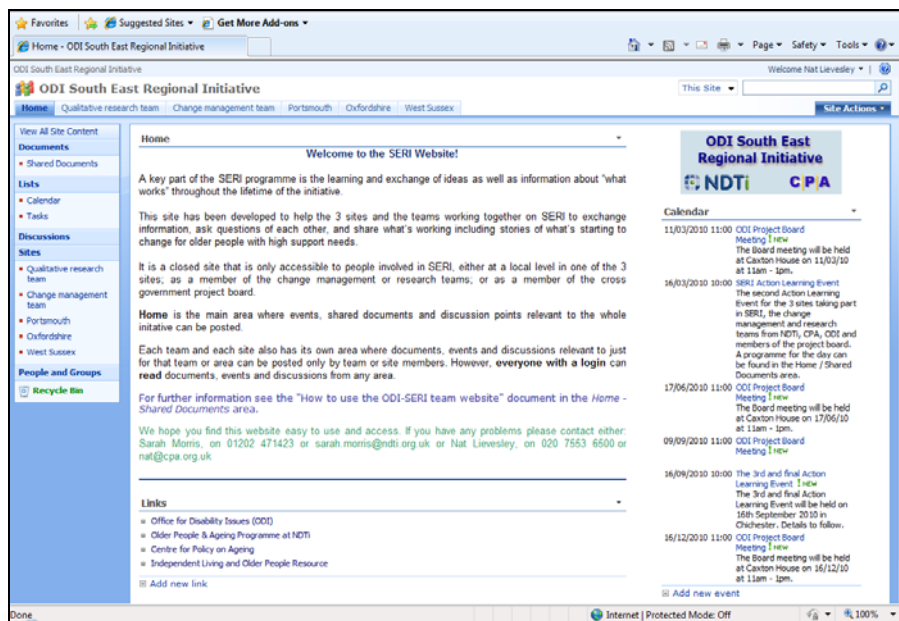


## Using the ODI-SERI team website

The ODI-SERI team website provides a means of sharing experiences, keeping each other informed of progress, sharing documents and announcing up and coming events.

The website includes calendar, discussion and shared document facilities. Each team and site has its own area of the website and there is a 'Home' area for information about the whole project.

Access to the website is **either** via the ODI-SERI section of the CPA website ie <http://www.cpa.org.uk/odi-seri> then follow the link to the private team website, **or** you can go directly to <http://odi-seri.cpa.org.uk>



You can only read and contribute, download and upload documents or post events if you have a username and password. All usernames start with **Lamech\** eg **Lamech\SuzieQ**

Once logged in you can open and download existing documents in the shared documents area by clicking on them, or place new documents on the website by clicking the upload button.

Everyone with a log-in can read and download documents, events and discussions from anywhere on the website but only team members can post documents and events in their own team or site area. Team leaders and administrators can also add documents and events to the 'Home' area.

You should receive an email alert when new documents or events are posted on the website.

You can edit the **My Alerts** settings on your own details in **people and groups** to control both **when** and **for what** you receive email alerts.

If you have any problems or queries contact [nat@cpa.org.uk](mailto:nat@cpa.org.uk) (020 7553 6500) or [sarah.morris@ndti.org.uk](mailto:sarah.morris@ndti.org.uk) (01202 471423).