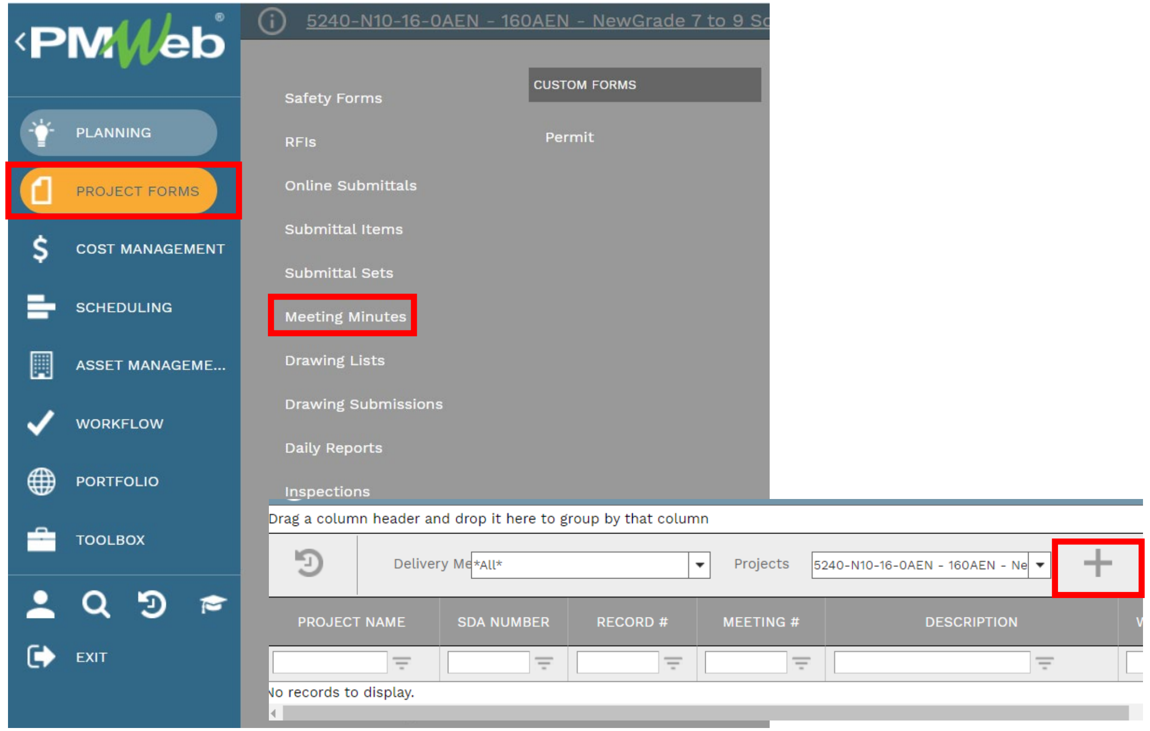
OPEN THE MODULE

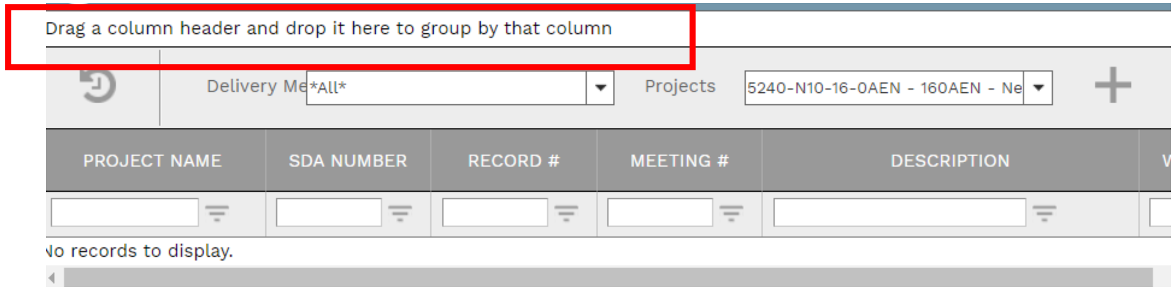
- Choose **Project Forms -> Meeting Minutes**
- This displays the **Manager View** for the module and shows all records.
- To search for a document to modify, use the columns to filter for the data you need. For example, use the Record # column to search for a document.
- To add a new document, click the **Add** button +



MEETING MINUTES

IMPORTANT

Before creating a new Meeting Minute document, either a new document or one based off of a previous document, you must search for the last document created based off the Record # field and the Meeting Type. Use the column filter function or drag the Record # field to the top of the page to be able to group by that column. This will ensure the meeting number you are using is the next available one.

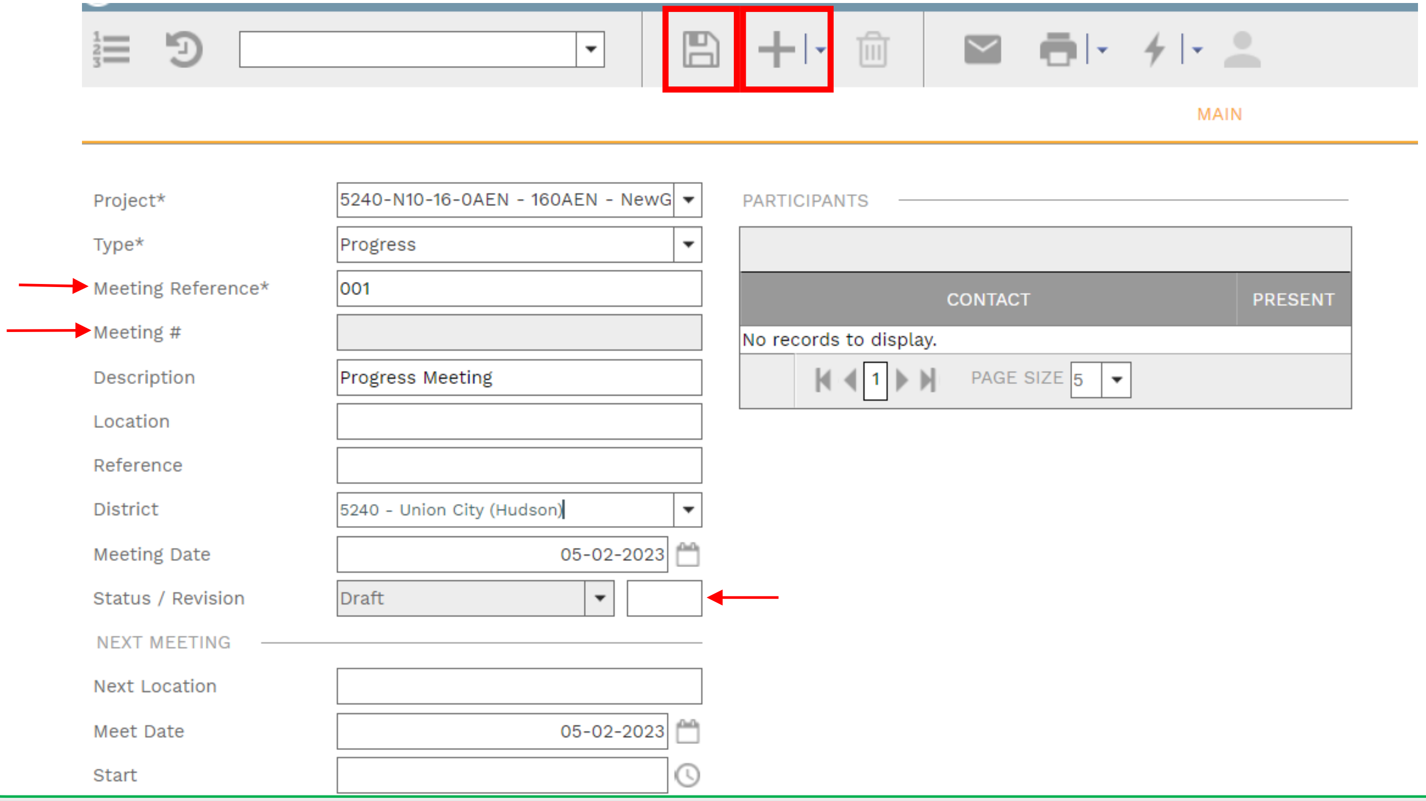


ADD A NEW RECORD

- Click **Add** to enter all relevant information in the document. Any field marked with an asterisk is a required field.
- Click the **Save** button when finished.

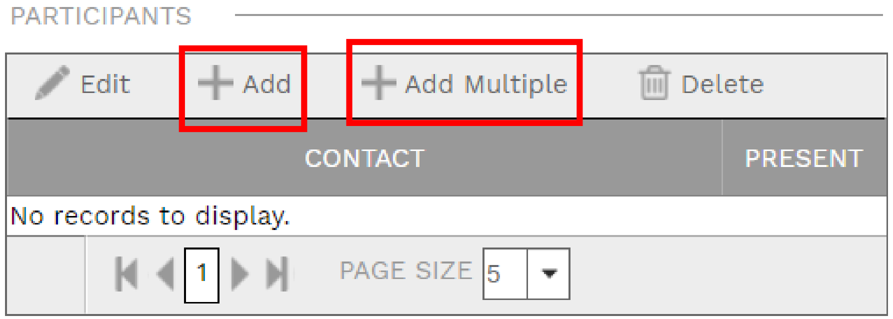
IMPORTANT:

- **Meeting Reference** field is 13 characters (this is the same field as the **Record #** field on the Manager page) . Enter short description (i.e. Progress, Construction, Pre-Bid, etc.) to allow easier searching from the Meeting Minutes Manager page. This field allows you to group meetings by subject (see page 1). Data entered in this field must be consistent! When next meeting is generated from this document (using Create Next button), do not change the Meeting Reference information.
- **Meeting #** will be automatically added but should be changed to match the next sequential number for the meeting type.
- If this is a **Revision**, change this number to the next revision number.



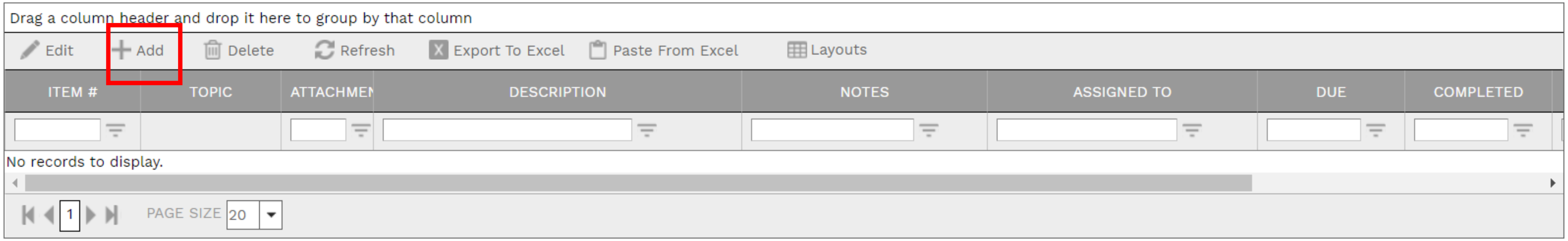
ADD PARTICIPANTS

- Click **Add** or **Add Multiple** to choose meeting participants. You can pick from the drop-down list or use the Search function.



ADD BUSINESS ITEMS

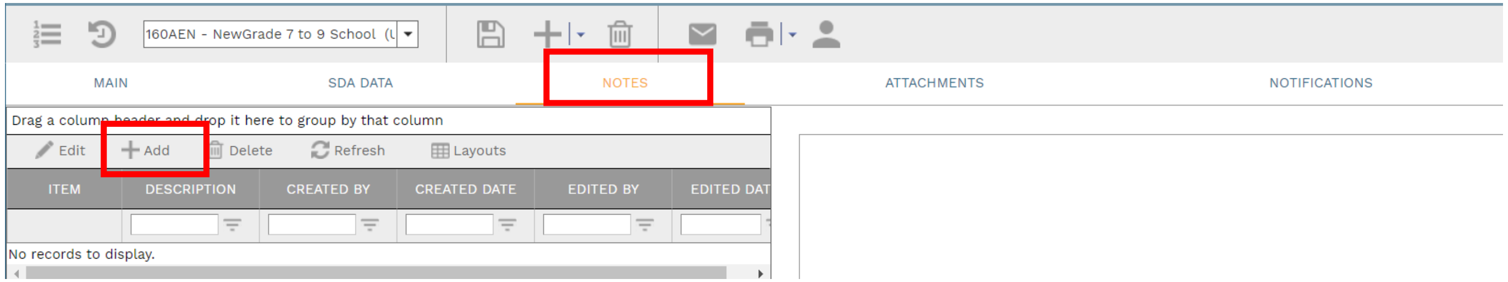
- Click **Add** on the **Details** tab to add assigned Business Items. Information includes Description of item, Assigned party, Due Date and Status. Click the **Save** button in the Details section after each entry



IMPORTANT: When a Business Item is completed, edit the line item and enter the date in the **Completed** field. This means that when the next meeting is generated, this item will display as *Old Business*. If you want to remove this item from subsequent meeting minutes documents, **you must click the checkbox in the Done column** before generated the next meeting minute.

ADD ADDITIONAL NOTES

- Click **Add** on the **Notes** tab to add additional notes as needed. Click the **Save** button after each entry.



ADD ATTACHMENTS

- Drag and drop files on the **Attachments** tab to add attachments (or click the Add button). Click the **Save** button after each entry.