


Introducing Minute Keeper...



Minute Keeper


Your meetings online, anytime, anywhere!


[Introducing](#) [Login](#) [Sign up](#)


► Introducing

Minute Keeper (Web) is a software application that helps organisations, departments, businesses and project teams with:

- Preparing and distributing meeting agendas
- Linking to relevant meeting documents
- Recording and emailing meeting minutes and actions
- Maintaining multiple meeting types and groups







OST Database Group
Specialists in Database Design, Development and Renovation

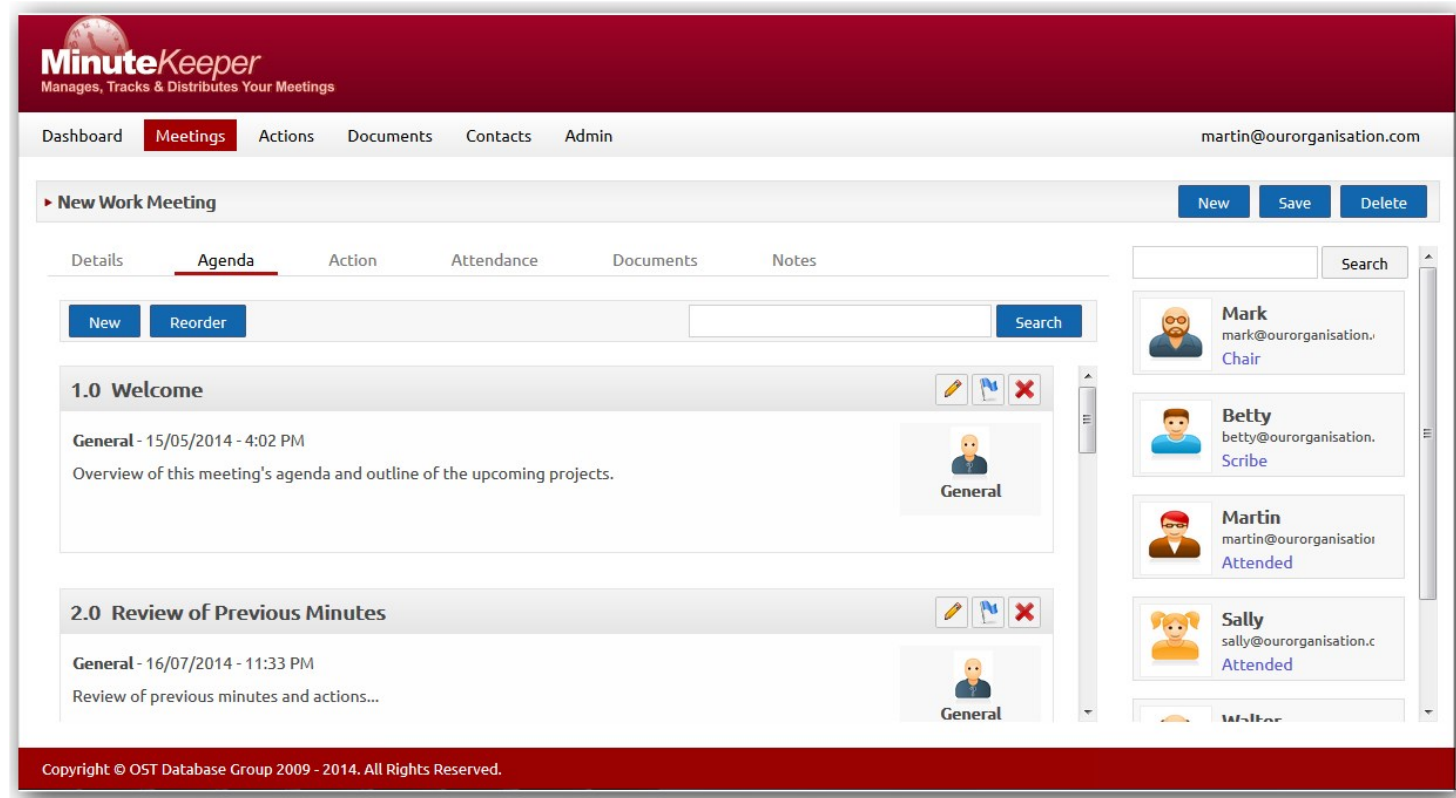
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Overview

The *Minute Keeper (Web) Database* manages your meeting details - agenda items, minutes, actions, attendees, apologies, and associated documents.

The *Minute Keeper (Web) Database* provides:

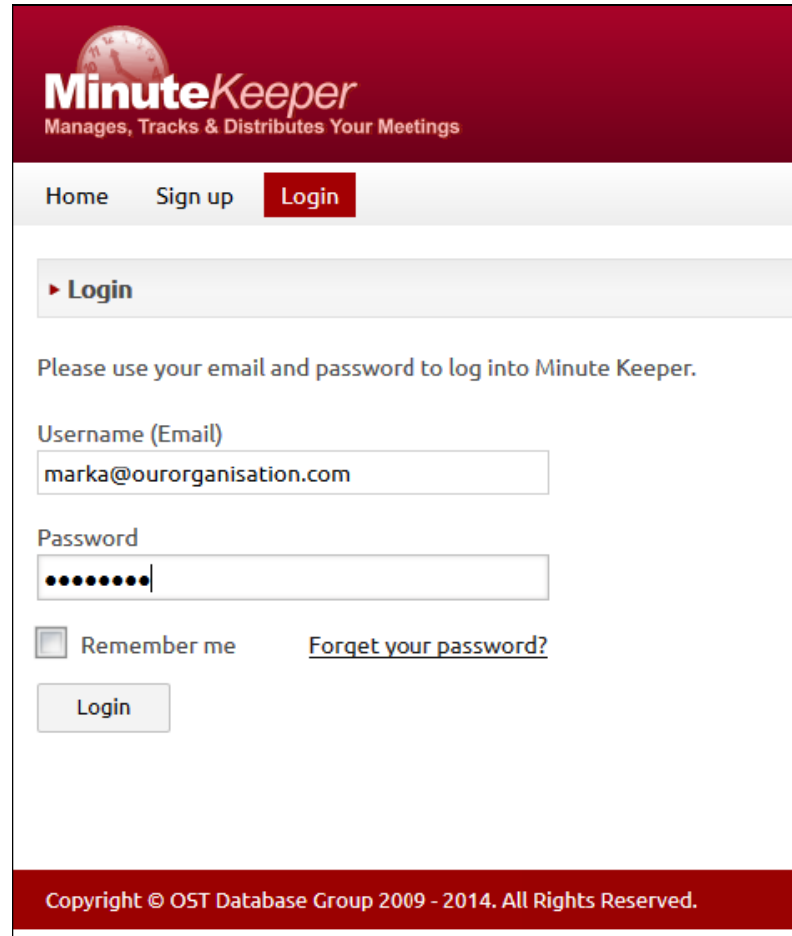
- Web-based *screens* for adding meeting detail, agenda items, minutes of meetings, meeting actions, and for linking uploaded documents.
- The ability to link agenda items and actions to staff and visitors.
- A facility to search for and list prior agenda items and actions based on a range of search criteria.
- Automated emailing of agendas, meeting minutes and allocated actions.



Minute Keeper (Web) Login

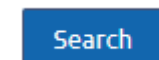
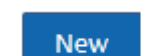
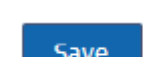
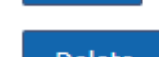




From the *Minute Keeper (Web)* Home page main menu, click on either the **Sign Up** option to sign up as a user, or the **Login** option to log into the system.

- The *Username* is based on your email address.
- You may opt to have the PC *remember you* – only if it is secure to do so.
- Click on the *Forgot your password* link to have your password re-emailed to you.
- Click the **Login** button to log in.



The screenshot shows the Minute Keeper (Web) login interface. At the top is a red header with the Minute Keeper logo and tagline 'Manages, Tracks & Distributes Your Meetings'. Below the header is a navigation bar with 'Home', 'Sign up', and 'Login' buttons. The 'Login' button is highlighted. The main content area has a 'Login' section with a prompt to use email and password. It includes input fields for 'Username (Email)' (containing 'marka@ourorganisation.com') and 'Password' (masked with dots). There is a 'Remember me' checkbox and a 'Forgot your password?' link. A 'Login' button is at the bottom of the form. A red footer bar contains the copyright notice: 'Copyright © OST Database Group 2009 - 2014. All Rights Reserved.'

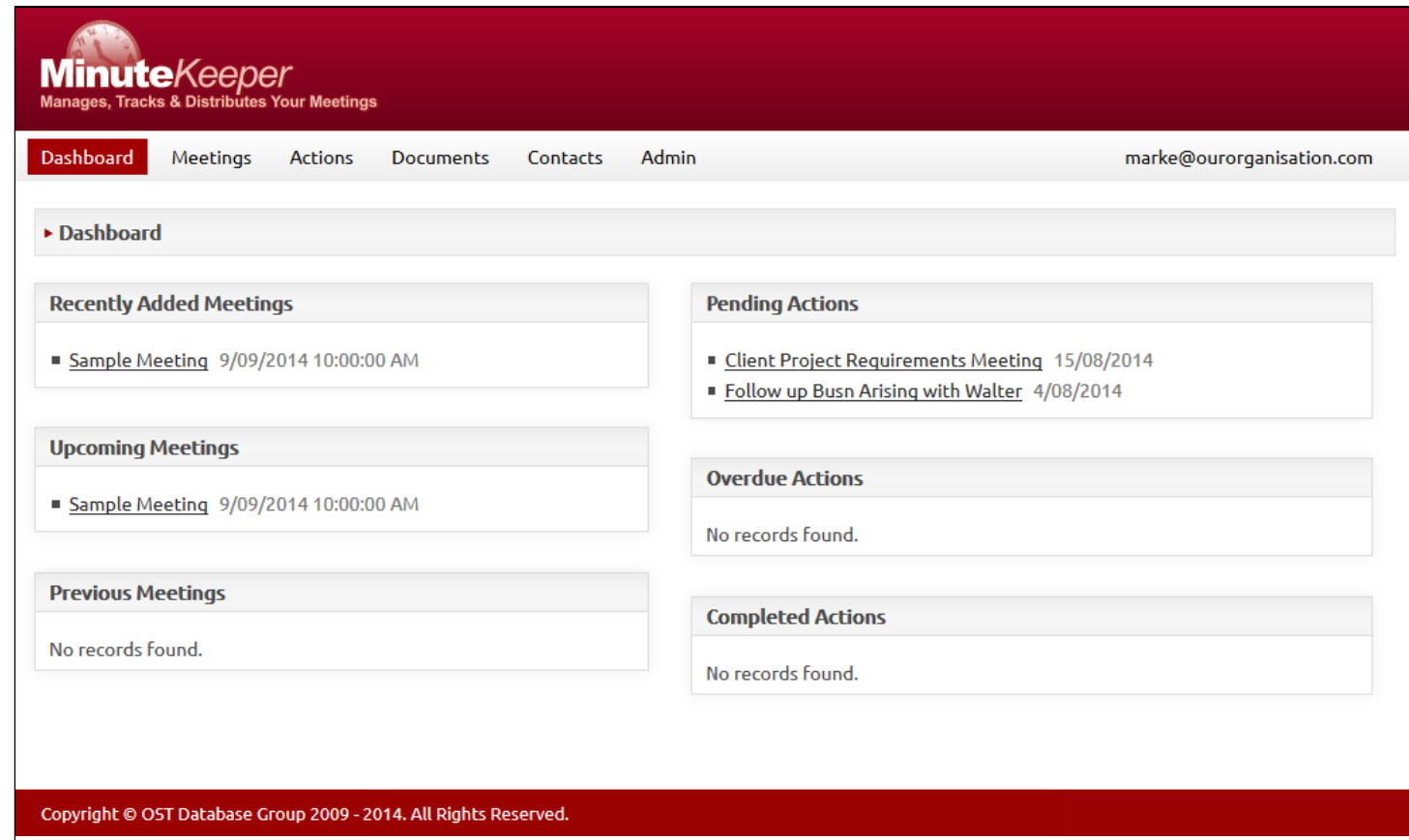
Buttons used within Minute Keeper (Web):

	Search for items associated with the current component.
	Add a new item associated with the current component.
	Save the current entry.
	Delete the current entry.
	Pop up a screen to allow me to reorder the agenda items.
	Edit the current Agenda Item.
	Add an Action to the current agenda item.
	Delete the current item.

Dashboard – Opening Screen

After logging into *Minute Keeper (Web)*, your dashboard will be presented – listing meetings, and actions applicable to you.

- **View** the detail of a given meeting detail by selecting the relevant meeting from one of the left hand side lists.
- **View** an action by clicking on the required action in one of the right hand side lists.

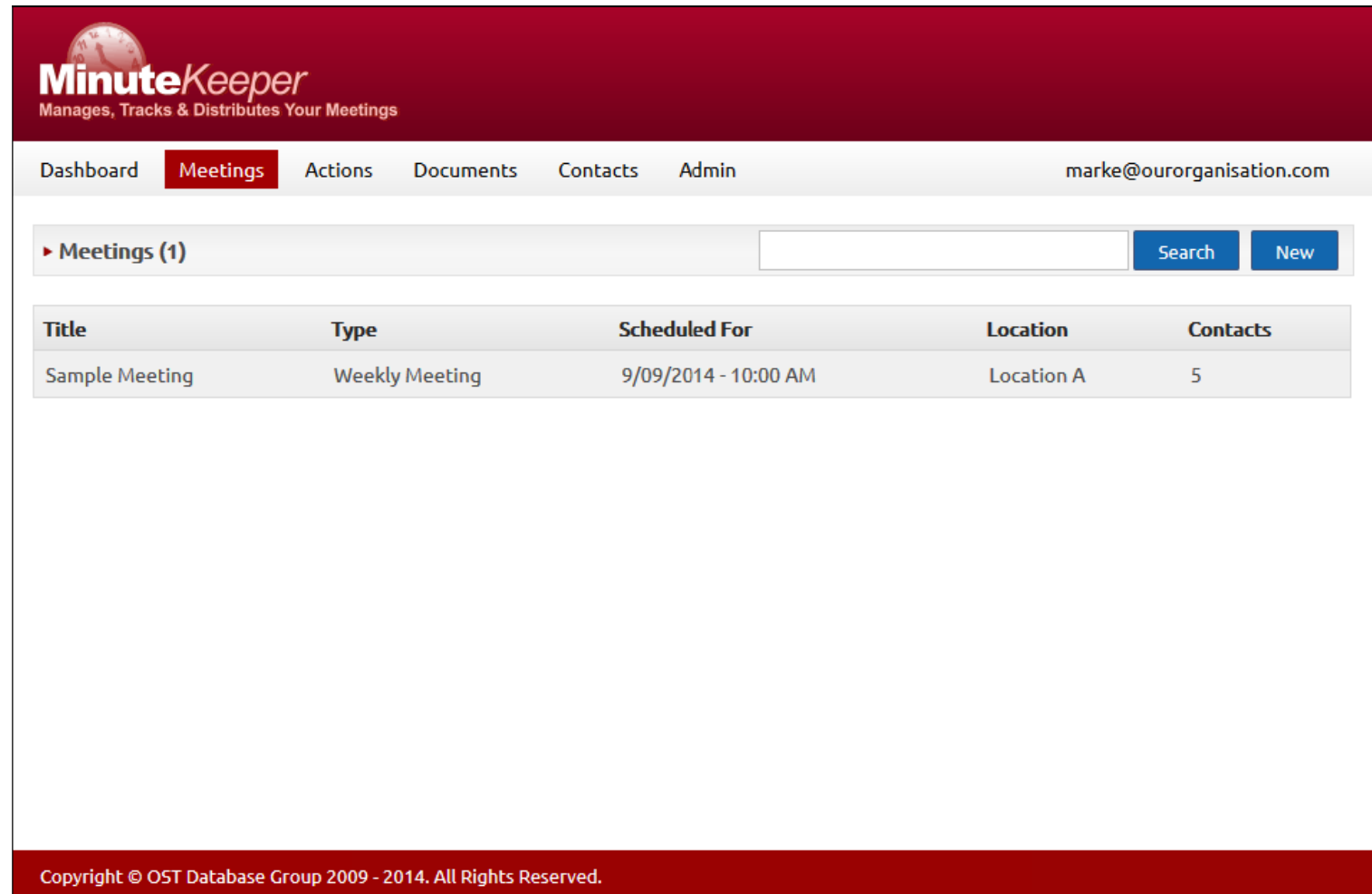


The screenshot displays the Minute Keeper web application dashboard. At the top, a red header bar contains the 'MinuteKeeper' logo and the tagline 'Manages, Tracks & Distributes Your Meetings'. Below the header, a navigation bar features tabs for 'Dashboard', 'Meetings', 'Actions', 'Documents', 'Contacts', and 'Admin', with 'Dashboard' currently selected. The user email 'marke@ourorganisation.com' is visible in the top right corner. The main content area is titled 'Dashboard' and is divided into two columns. The left column contains three sections: 'Recently Added Meetings' with one entry 'Sample Meeting' dated 9/09/2014 10:00:00 AM; 'Upcoming Meetings' with one entry 'Sample Meeting' dated 9/09/2014 10:00:00 AM; and 'Previous Meetings' which shows 'No records found.' The right column contains three sections: 'Pending Actions' with two entries, 'Client Project Requirements Meeting' dated 15/08/2014 and 'Follow up Busn Arising with Walter' dated 4/08/2014; 'Overdue Actions' which shows 'No records found.'; and 'Completed Actions' which also shows 'No records found.' A red footer bar at the bottom contains the copyright notice: 'Copyright © OST Database Group 2009 - 2014. All Rights Reserved.'

Meeting List - Screen

From *Minute Keeper (Web)*'s main menu, click on the **Meetings** option to view a full listing of the meetings applicable to you:

- **Search** for a meeting using the search string field and associated **Search** button on the top right of the list.
- **Select** a meeting by clicking on the line displaying the meeting you require.
- **Add a new meeting** using the **New** button on the top right of the meeting list.



The screenshot shows the 'Minute Keeper' web application interface. The header is dark red with the 'MinuteKeeper' logo and tagline 'Manages, Tracks & Distributes Your Meetings'. Below the header is a navigation bar with links: Dashboard, Meetings (highlighted in red), Actions, Documents, Contacts, and Admin. The user email 'marke@ourorganisation.com' is displayed on the right. The main content area shows a 'Meetings (1)' section with a search input field, a 'Search' button, and a 'New' button. Below this is a table with the following data:

Title	Type	Scheduled For	Location	Contacts
Sample Meeting	Weekly Meeting	9/09/2014 - 10:00 AM	Location A	5

The footer is dark red and contains the copyright notice: 'Copyright © OST Database Group 2009 - 2014. All Rights Reserved.'

Meeting Detail

Once a meeting is selected, you are able to add, edit and view such details as:


- **Details** – Meeting Title, Type, Location, Date, Time and Description.
- **Agenda Items** – agenda items, but also minutes and associated actions.
- **Actions** – can be added to each of the applicable agenda items, but viewed separately on the **Action** tab.
- **Attendance, Documents and Notes** – can be added via their respective tabs.
- **New/Save/Delete** – add, save and delete changes using the applicable button on the top right of the meeting detail.

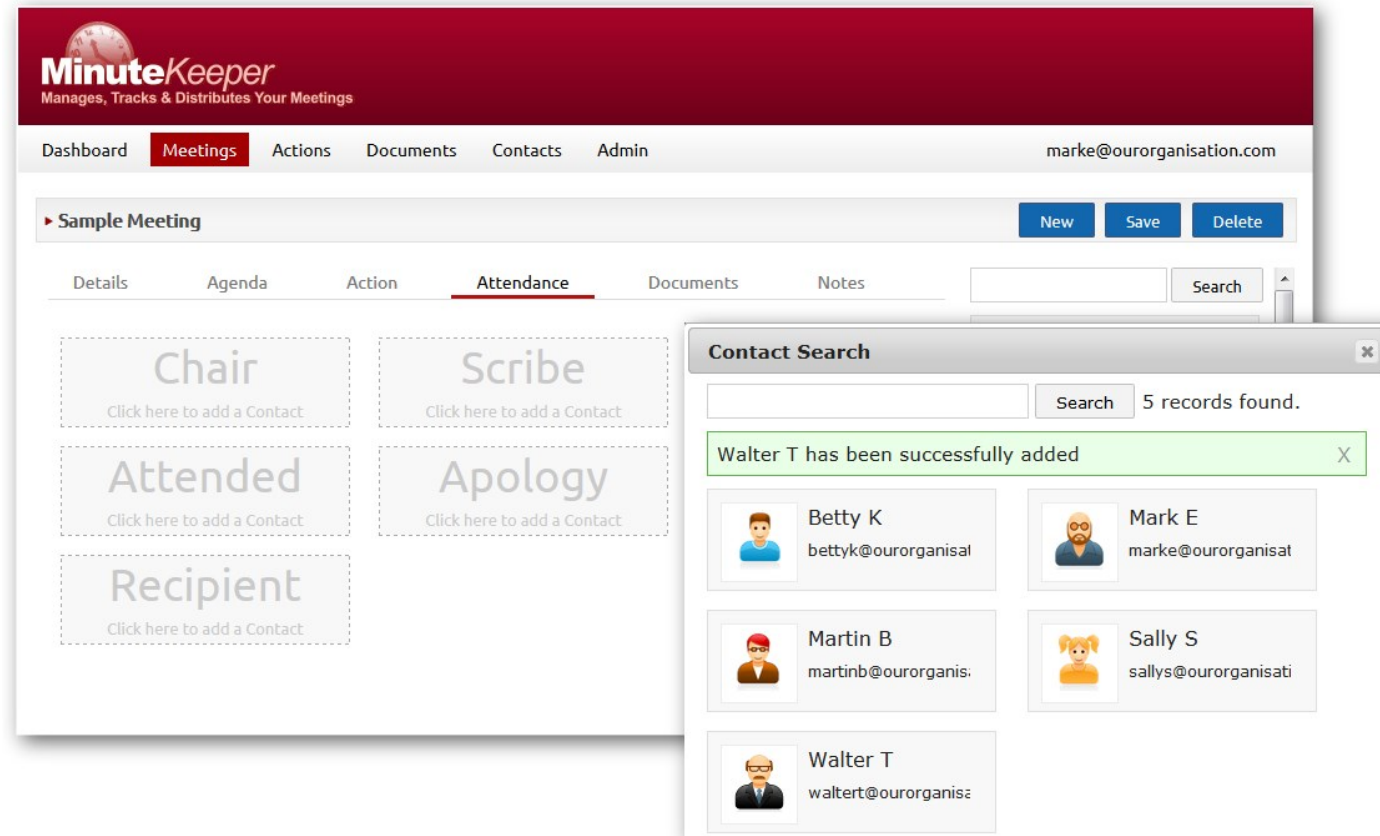
The screenshot displays the MinuteKeeper web application interface. At the top, the header bar is dark red with the MinuteKeeper logo and tagline 'Manages, Tracks & Distributes Your Meetings'. Below the header, a navigation bar contains links for Dashboard, Meetings (highlighted), Actions, Documents, Contacts, and Admin. The user's email, marke@ourorganisation.com, is displayed on the right. The main content area is titled 'Sample Meeting' and features three buttons: New, Save, and Delete. Below this, there are six tabs: Details (selected), Agenda, Action, Attendance, Documents, and Notes. The Details tab shows a form with the following fields: Title (Sample Meeting), Meeting Type (Weekly Meeting), Location (Location A), Date (9/09/2014), Time (10:00am), and Description (Sample general staff meeting). On the right side of the form, there is a list of participants with their avatars, names, email addresses, and roles: Mark E (Chair), Betty K (Scribe), Martin B (Attended), and Sally S (Attended). A search bar is located above the participant list. At the bottom of the page, a copyright notice reads: Copyright © OST Database Group 2009 - 2014. All Rights Reserved.

(Note: You add meeting **participants** via the **Attendance** tab.)

Meeting Detail - Attendance

Within the **Meetings** component, click on the **Attendance** tab to add the chair, scribe and the various attendees, apologies and recipients. (*Recipients may be those who are not required to attend but who may receive a copy of the minutes.*):

- **Add** a meeting participant by clicking on an applicable label on the attendance tab – Chair, Scribe, Attended, Apology or Recipient.
- **Click on** the applicable attendee and they will be added with their respective role to the meeting.
- **Remove** an attendee by clicking on the  button against their name once the popup screen has been closed.



MinuteKeeper
Manages, Tracks & Distributes Your Meetings

Dashboard **Meetings** Actions Documents Contacts Admin marke@ourorganisation.com

► Sample Meeting New Save Delete

Details Agenda Action **Attendance** Documents Notes Search

Chair
Click here to add a Contact

Scribe
Click here to add a Contact

Attended
Click here to add a Contact


Apology
Click here to add a Contact


Recipient
Click here to add a Contact


Contact Search


Search 5 records found.


Walter T has been successfully added

 **Betty K**
bettyk@ourorganisat

 **Mark E**
marke@ourorganisat

 **Martin B**
martinb@ourorganis

 **Sally S**
sallys@ourorganisati

 **Walter T**
waltert@ourorganis




Meeting Detail – Agenda and Minutes (1)

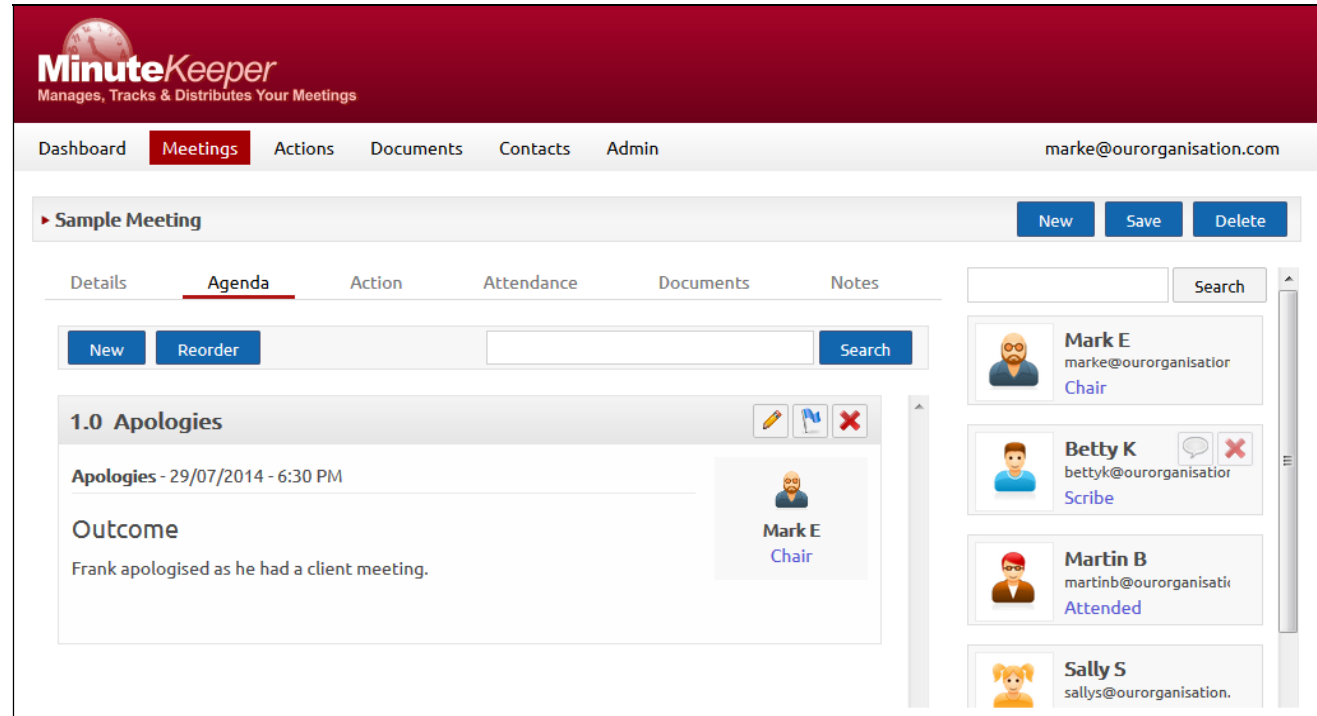
Within the **Meetings** component, click on the **Agenda** tab to:

- add agenda items,
- edit agenda items,
- add and edit minutes, motions, etc,
- add actions against each agenda item,
- remove participants.

To *add a new agenda item*, click on the **New** button on the top right of the **Agenda** tab, or click on the **Callout** button against the person bringing the agenda item.

Other buttons and actions include:


-  Edit the current Agenda Item.
-  Add an **Action** to the current agenda item.
-  Delete the current item.



Use the  button against a participant to remove them from the meeting.

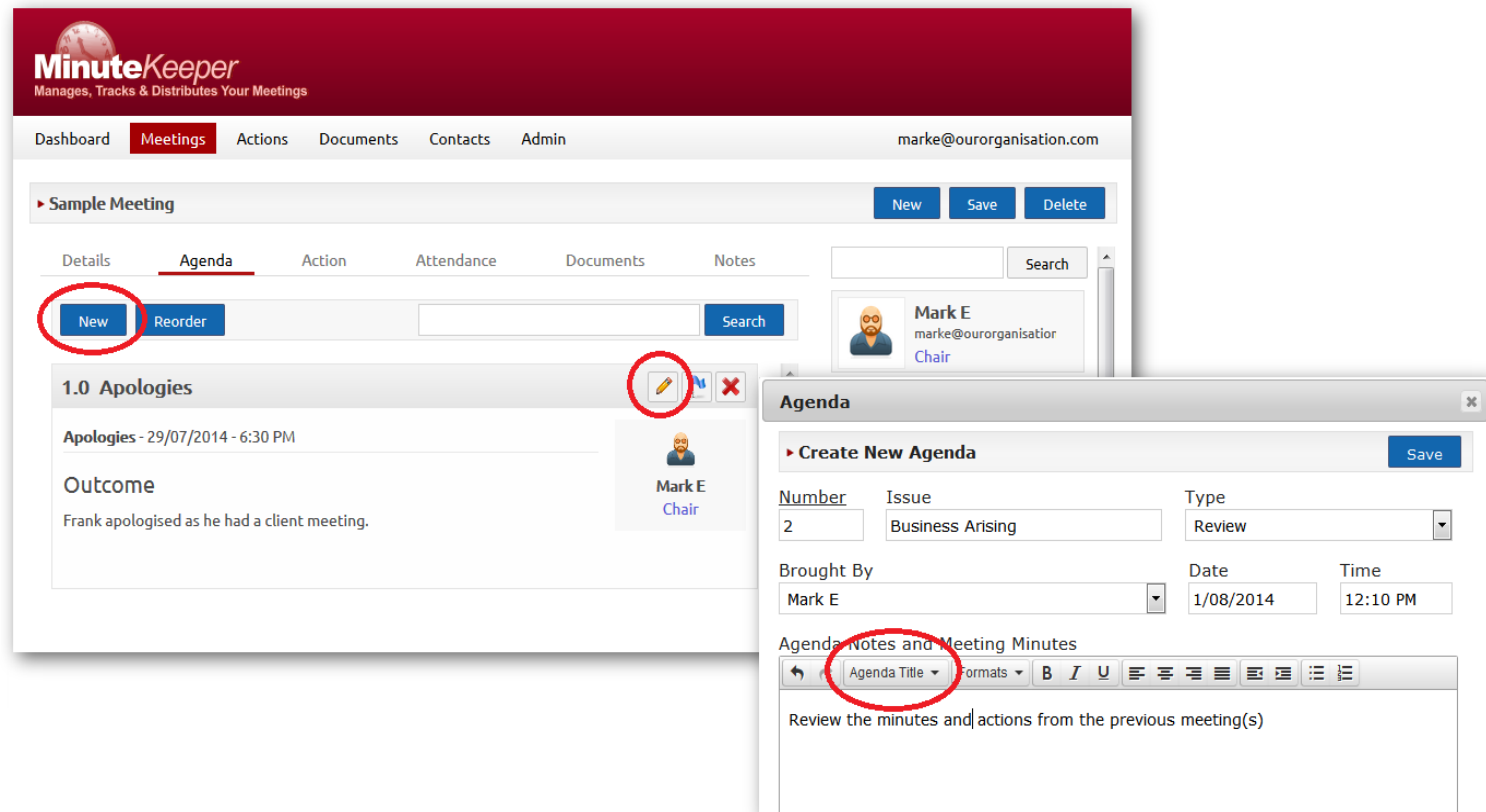
Meeting Detail – Agenda and Minutes (2)

To add a new agenda item click on the **New** button - top left of the **Agenda** tab.

To edit an existing agenda item or to add the minutes for that agenda item click on the **Pencil**  button - top right of the given agenda item.

To add a heading within the **Minutes Notes** field, use the **Agenda Title** drop down box:


Agenda Title ▾



The screenshot displays the MinuteKeeper web application interface. The top navigation bar includes 'Dashboard', 'Meetings', 'Actions', 'Documents', 'Contacts', and 'Admin'. The user is logged in as 'marke@ourorganisation.com'. The 'Sample Meeting' page is shown with tabs for 'Details', 'Agenda', 'Action', 'Attendance', 'Documents', and 'Notes'. The 'Agenda' tab is active, showing a list of agenda items. The 'New' button is circled in red. An 'Agenda' modal window is open, showing the 'Create New Agenda' form. The form includes fields for 'Number' (2), 'Issue' (Business Arising), 'Type' (Review), 'Brought By' (Mark E), 'Date' (1/08/2014), and 'Time' (12:10 PM). The 'Agenda Title' dropdown is also circled in red.

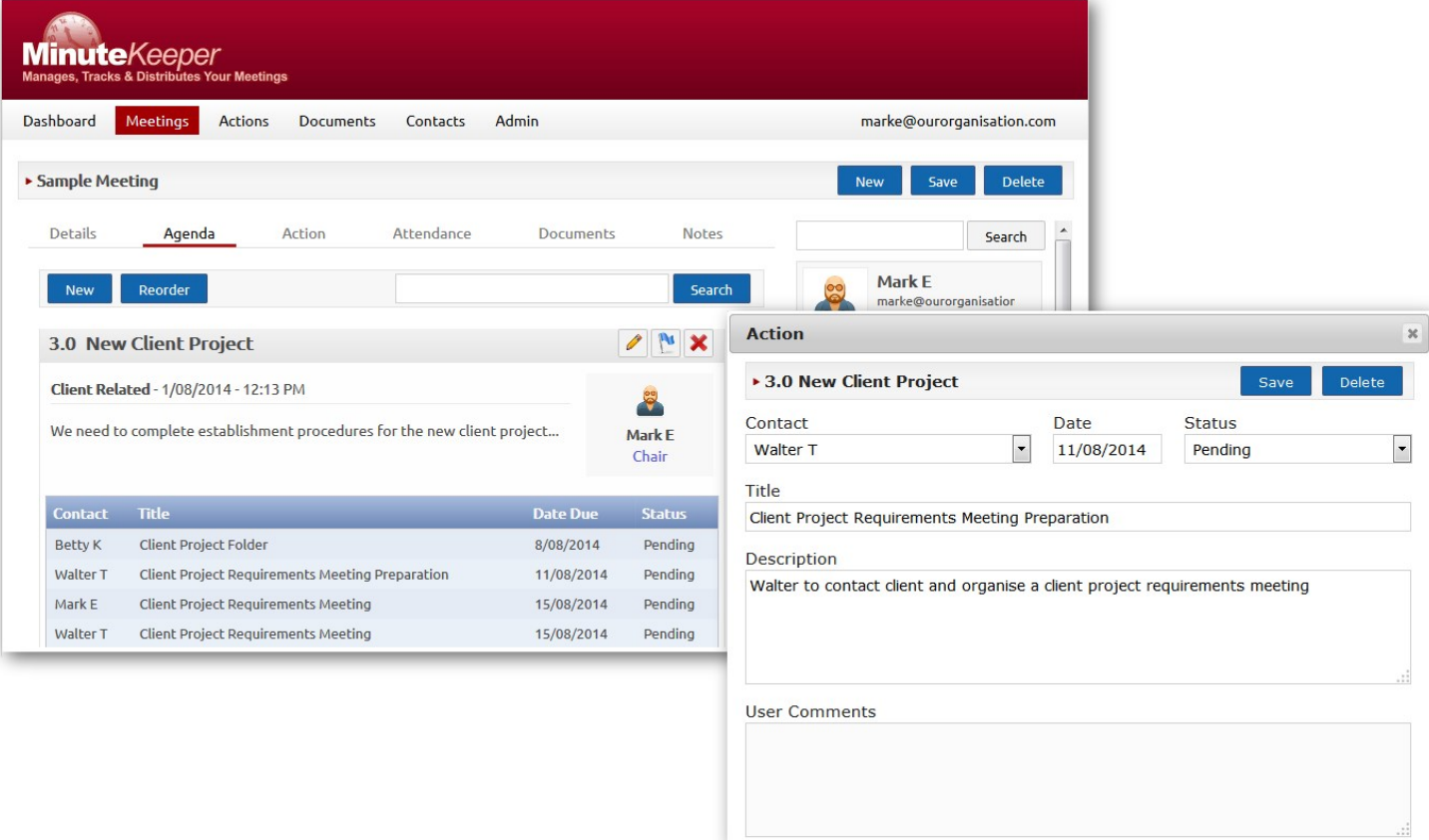
Meeting Detail – Action Detail

To add an **Action** to an agenda item click on the

Add Action  button against the applicable Agenda item.

To edit an existing **Action**, click on that action within the Agenda tab.

Add the required **Action** detail and click the **Save** button to save the action against the applicable agenda item.



The screenshot displays the MinuteKeeper web application interface. The top navigation bar includes 'Dashboard', 'Meetings', 'Actions', 'Documents', 'Contacts', and 'Admin'. The user is logged in as 'Mark E' (marke@ourorganisation.com). The main content area shows the 'Sample Meeting' details, with tabs for 'Details', 'Agenda', 'Action', 'Attendance', 'Documents', and 'Notes'. The 'Agenda' tab is active, showing a list of agenda items. The first item, '3.0 New Client Project', is selected, and the 'Action' modal form is open.

Sample Meeting

Details | **Agenda** | Action | Attendance | Documents | Notes

3.0 New Client Project

Client Related - 1/08/2014 - 12:13 PM

We need to complete establishment procedures for the new client project...

Mark E
Chair

Contact	Title	Date Due	Status
Betty K	Client Project Folder	8/08/2014	Pending
Walter T	Client Project Requirements Meeting Preparation	11/08/2014	Pending
Mark E	Client Project Requirements Meeting	15/08/2014	Pending
Walter T	Client Project Requirements Meeting	15/08/2014	Pending

Action

3.0 New Client Project

Save Delete

Contact: Walter T Date: 11/08/2014 Status: Pending

Title: Client Project Requirements Meeting Preparation

Description: Walter to contact client and organise a client project requirements meeting

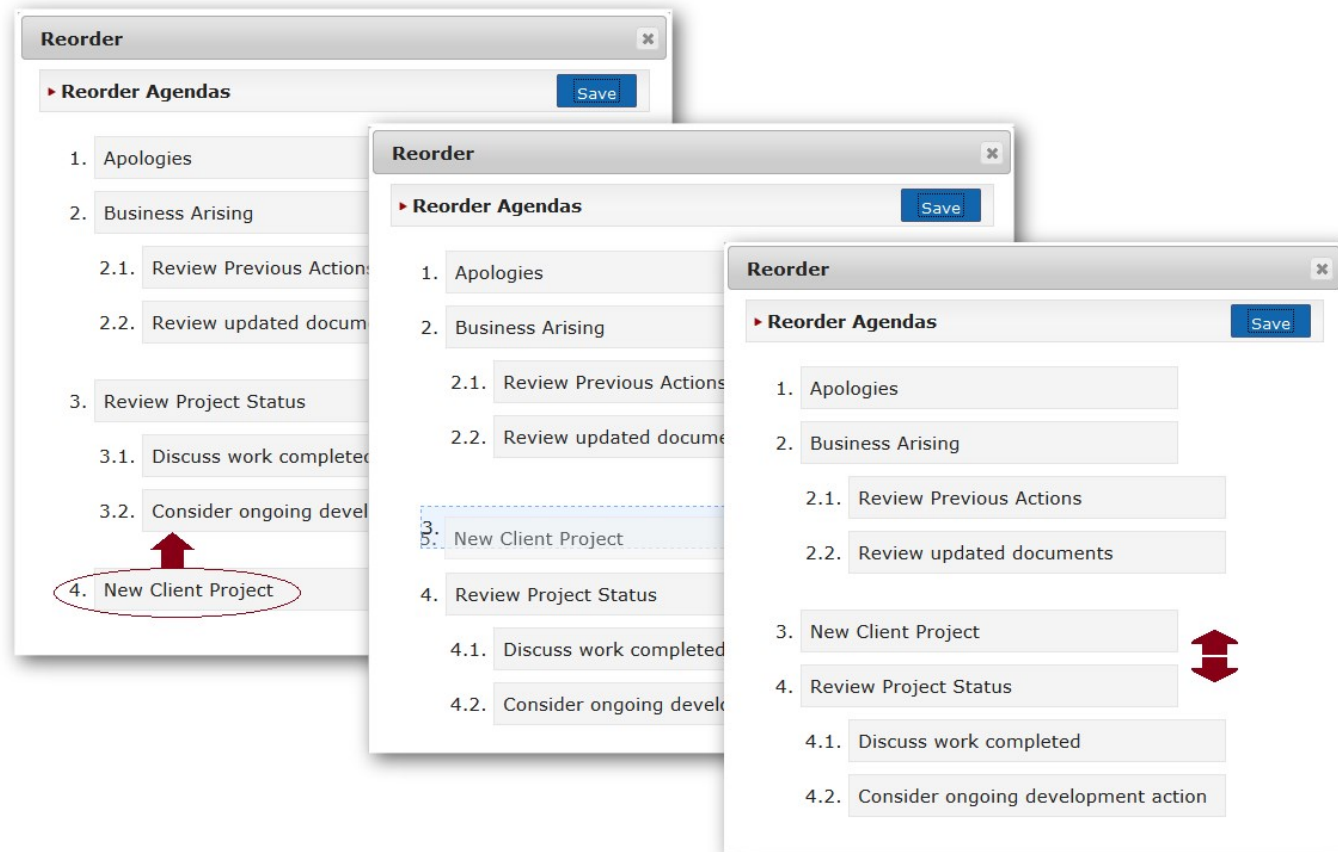
User Comments:

Meeting Detail – Re-Ordering Agenda

Click on the **Reorder** button to the top right of the Agenda items. A **Reorder Agendas** popup screen will be displayed.

Reorder Pop up a screen to allow me to reorder the agenda items.

Within this screen you are able to click on an agenda item and drag it up or down the list to change its order.



Meeting Detail – Action List

To view a list of actions by contact for the current meeting, click on the **Action** tab within the Meetings screen.

Select an Action - to edit detail or to change the status - by clicking on the required action line.

Search for an Action using the **Search** field and **Search** button on the top right of the **Action** tab.

The screenshot displays the MinuteKeeper web application interface. The header is dark red with the MinuteKeeper logo and tagline 'Manages, Tracks & Distributes Your Meetings'. The navigation bar includes 'Dashboard', 'Meetings' (highlighted), 'Actions', 'Documents', 'Contacts', and 'Admin'. The user email 'marke@ourorganisation.com' is in the top right.

The main content area is titled 'Sample Meeting' and features tabs for 'Details', 'Agenda', 'Action' (selected), 'Attendance', 'Documents', and 'Notes'. On the right, there are 'New', 'Save', and 'Delete' buttons, and a search bar.

Below the tabs, there are two sections for contact-specific actions:

- Mark E** (marke@ourorganisation.com, Chair):

Agenda	Title	Date Due	Status
3.0 New Client Project	Client Project Requirements Meeting	15/08/2014	Pending
- Betty K** (bettyk@ourorganisation.com, Scribe):

Agenda	Title	Date Due	Status
3.0 New Client Project	Client Project Folder	8/08/2014	Pending

On the far right, a vertical list of contact cards shows: Mark E (Chair), Betty K (Scribe), Martin B (Attended), and Sally S (Attended).


Meeting Detail – Link Documents

Documents can be uploaded from your own computer or network to Minute Keeper (Web), or selected from the list of documents previously uploaded:

Add a
or an
to this meeting

Open a document by clicking on the image of the linked document. Note: your computer will look to open the document with a program matching the file type (eg: *DOC / PDF / PNG / etc*):



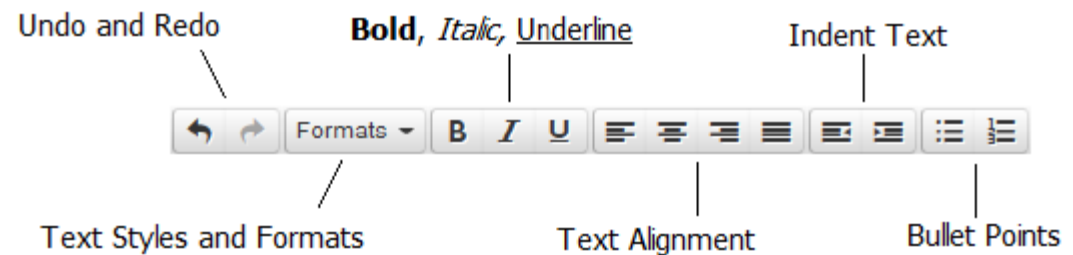
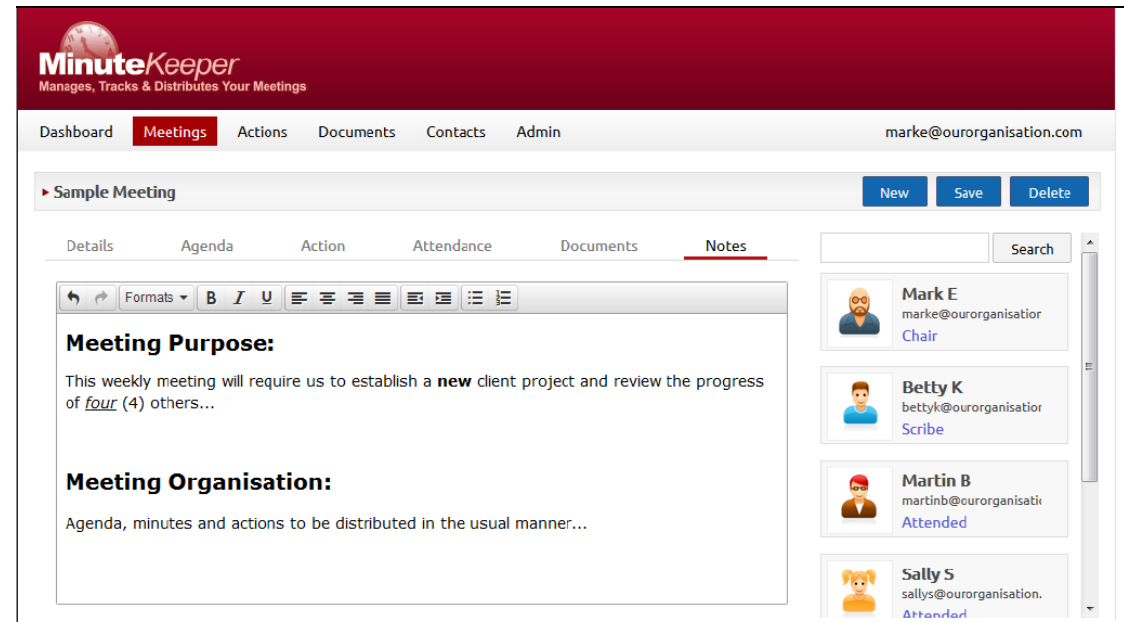
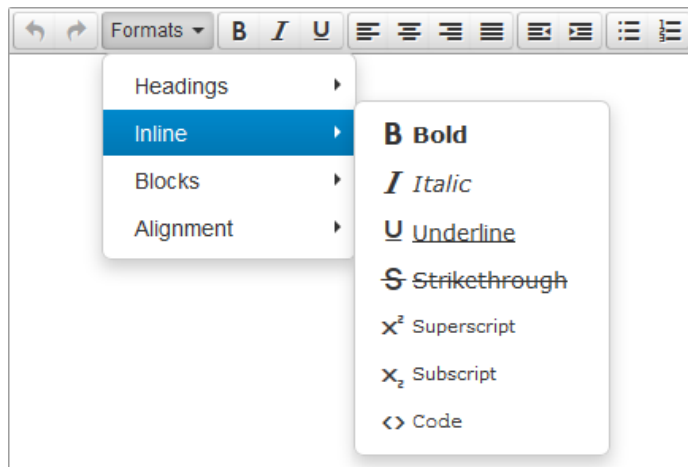
Remove the link to a document by clicking on the **Remove**  button on the top right of the appropriate document image.

The screenshot shows the Minute Keeper web application interface. At the top is a red header with the 'MinuteKeeper' logo and the tagline 'Manages, Tracks & Distributes Your Meetings'. Below the header is a navigation bar with tabs: 'Dashboard', 'Meetings' (highlighted in red), 'Actions', 'Documents', 'Contacts', and 'Admin'. The main content area is titled 'Sample Meeting' and has sub-tabs: 'Details', 'Agenda', 'Action', 'Attendance', and 'Documents' (highlighted with a red underline). Below the sub-tabs, there is a section for adding documents, identical to the one in the left sidebar, with buttons for 'New File' and 'Existing File'. Below this section, there is a document icon for 'Sample Doc.docx' with a small 'x' in the top left corner, indicating a remove button.

Meeting Detail – Meeting Notes

To add notes to the given meeting click on the Notes tab and add detail as required.

The notes can be formatted using standard editing facilities:

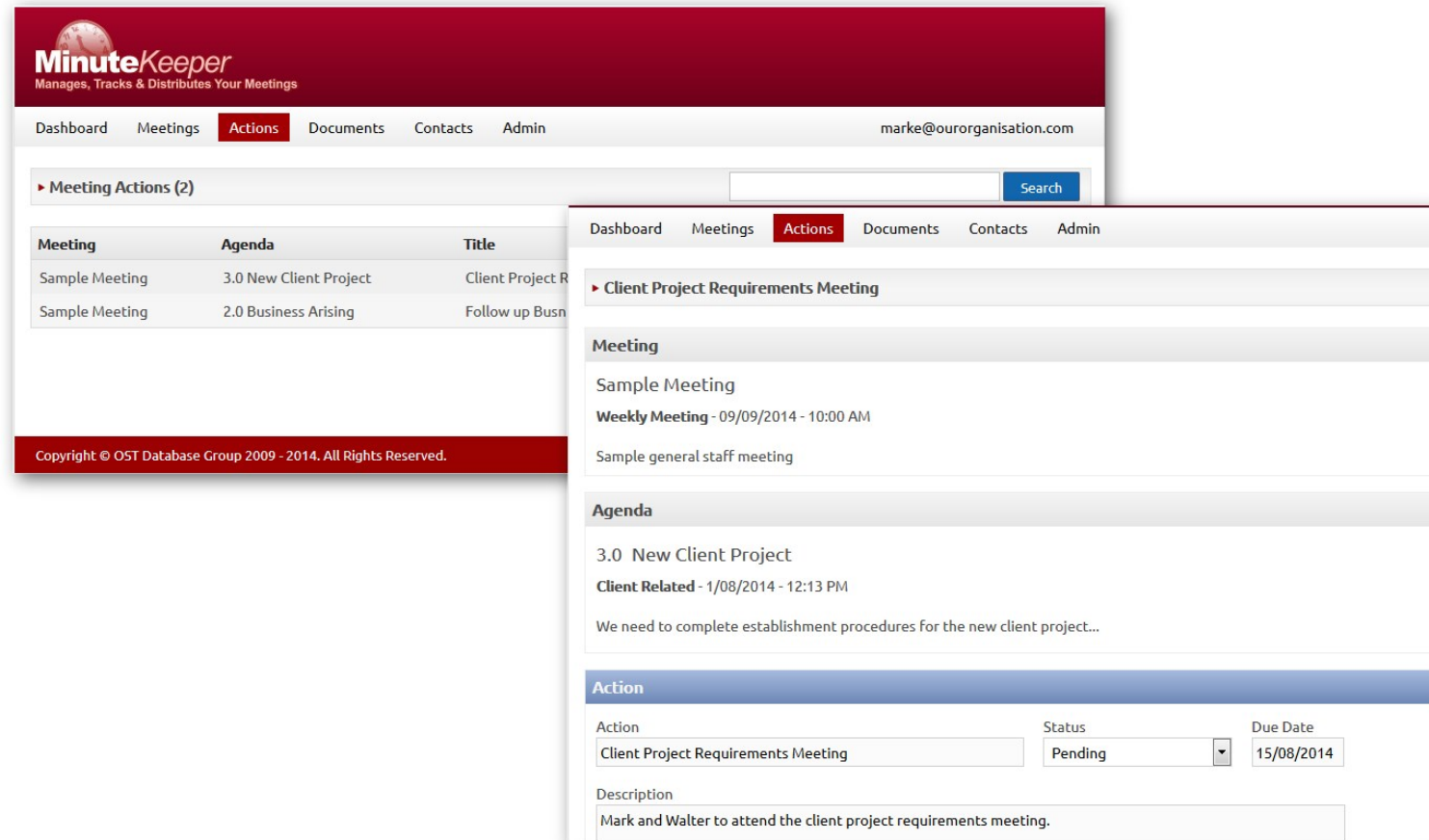


Action List and Detail

To view a list of actions specific to you
- from all meetings -
click on the **Actions** option on *Minute Keeper (Web)*'s main menu.

Search for an Action
using the Search field and **Search** button on the top right of the Action list.

Click on an Action - to display the full detail, and to allow you to edit the text and/or status. Detail of the Meeting and Agenda Item that this Action came from can be opened up for reference.



The screenshot displays the MinuteKeeper web application interface. The top navigation bar includes links for Dashboard, Meetings, Actions (highlighted), Documents, Contacts, and Admin. The user email 'marke@ourorganisation.com' is visible in the top right. Below the navigation bar, the 'Meeting Actions (2)' section shows a table with two rows of meeting data.

Meeting	Agenda	Title
Sample Meeting	3.0 New Client Project	Client Project R
Sample Meeting	2.0 Business Arising	Follow up Busn

Below the table, a copyright notice reads: 'Copyright © OST Database Group 2009 - 2014. All Rights Reserved.'

Overlaid on the right is a detailed view of the 'Client Project Requirements Meeting'. This view includes sections for Meeting details (Sample Meeting, Weekly Meeting - 09/09/2014 - 10:00 AM, Sample general staff meeting), Agenda (3.0 New Client Project, Client Related - 1/08/2014 - 12:13 PM, We need to complete establishment procedures for the new client project...), and Action details.

Action

Action	Status	Due Date
Client Project Requirements Meeting	Pending	15/08/2014

Description

Mark and Walter to attend the client project requirements meeting.

Document List and Detail

To view a list of documents - click on the **Documents** option on *Minute Keeper (Web)*'s main menu.

Search for a Document using the Search field and **Search** button on the top right of the Document list.

Click on a Document - to display the full detail, and to allow you to edit the description and permissions associated with that document.

Upload a new Document using the **New** button on the top right of the Document list or detail screen. A popup box allows you to select the document you require from your computer or network and upload it to Minute Keeper (Web) – for later selection against a meeting.

The image displays two overlapping screenshots of the MinuteKeeper web application interface. The top screenshot shows the 'Documents' list page, which includes a search bar, a 'New' button, and a table of documents. The bottom screenshot shows the 'Sample Doc' detail page, which includes fields for Name, Extension, Size (KB), and Uploaded, a Link field, a Description text area, and a Permissions section with a list of roles (Member, Visitor, Administrator, Associate, Staff) and an 'Upload New File' dialog box.

MinuteKeeper
Manages, Tracks & Distributes Your Meetings

Dashboard Meetings Actions **Documents** Contacts Admin marke@ourorganisation.com

Documents (2)

Name	Description	Size(KB)	Uploaded	Url	Meetings
Sample Doc		9	2/06/2014	Link	2
display-pic					

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MinuteKeeper
Manages, Tracks & Distributes Your Meetings

Dashboard Meetings Actions **Documents** Contacts Admin martinb@ourorganisation.com

Sample Doc New Save Delete

Name: Sample Doc Extension: docx Size (KB): 9 Uploaded: 2/06/2014

Link: <http://minutekeeper/uploads/ost-database-group/documents/sample-doc.docx>

Description:

Permissions (Add / Remove)

Member
Visitor

Drag and drop to and from containers

Administrator
Associate
Staff

Upload New File

Select Upload

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↓ Contacts List


To view a list of contacts - click on the **Contacts** option on *Minute Keeper (Web)*'s main menu.

Search for a Contact using the Search field and **Search** button on the top right of the Contacts list.

Add a new user or guest by clicking on the **New User** or **New Guest** buttons on the top right of the Contacts list.

Click on a Contact to:

- display the contact's full detail,
- allow you to edit this detail, and/or...
- add or edit user login and permission details.






**MinuteKeeper**
Manages, Tracks & Distributes Your Meetings

Dashboard Meetings Actions Documents **Contacts** Admin

marke@ourorganisation.com

▶ Contacts (5)

Search New User New Guest

Pic	Title	First Name	Last Name	Email / Username	Phone	Enabled	Guest	Meetings
	Mr	Walter	T	waltert@ourorganisation.com	123459	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
	Miss	Sally	S	sallys@ourorganisation.com	123458	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
	Mr	Martin	B	martinb@ourorganisation.com	123451	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
	Mr	Mark	E	marke@ourorganisation.com	123452	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
	Ms	Betty	K	bettyk@ourorganisation.com	123455	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1

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➤ Contact Detail and Users

In relation to contacts:

- Click on the **New User/Guest**, **Save** and **Delete** buttons to manage the addition and editing of contacts and their respective details.
- Use the **Enabled** tick box to activate a contact.
- Click on the **Avatar** to select a picture from your computer or network and upload it to *Minute Keeper (Web)*.

The screenshot shows the MinuteKeeper web interface with the 'Contacts' tab selected. The contact 'Mark E' is displayed with an 'Enabled' checkbox checked. Below the contact name are buttons for 'New User', 'New Guest', 'Save', and 'Delete'. The 'Details' tab is active, showing fields for Title (Mr), First Name (Mark), Last Name (E), Email (marke@ourorganisation.com), and Phone (123452). There is an 'Avatar' placeholder image. The footer indicates 'Copyright © OST Database Group 2009 - 2014. All Rights Reserved.'

In relation to users:

- Click on the **User** tab to add or edit the user password.
- Click on the **Add/Remove** link to drag user roles from right to left applicable to the current user.

The screenshot shows the MinuteKeeper web interface with the 'Users' tab selected. The user 'Mark E' is displayed with an 'Enabled' checkbox checked. Below the user name are buttons for 'New User', 'New Guest', 'Save', and 'Delete'. The 'User' tab is active, showing fields for Username (marke@ourorganisation.com) and Password (masked with dots). Below these fields is a section for 'User Roles (Add / Remove)' with a list of roles: Associate, Member, and Staff. To the right of this list is a yellow box labeled 'Drag and drop to and from containers' containing a list of roles: Administrator and Visitor. A red arrow points from the 'Associate' role to the 'Administrator' role. The footer indicates 'Copyright © OST Database Group 2009 - 2014. All Rights Reserved.'

To upload an avatar click on the avatar image and use the popup facility to select and upload your avatar or photo:

The screenshot shows a small 'Upload New File' dialog box with a close button (X) in the top right corner. It contains a text input field for the file path, a 'Select' button, and an 'Upload' button.

Admin - Company Details & Permissions

Edit default and underpinning *Minute Keeper (Web)* details via the Admin option on the Main Menu.

- **Add and edit Company details** – primary contact details, phone, email and web site details. Click the **Save** button on the top right of the Company tab to save updates.
- **Add and edit User Role options** - via the **Permissions** tab.

The screenshot shows the Minute Keeper Admin interface. The top navigation bar includes Dashboard, Meetings, Actions, Documents, Contacts, and Admin (highlighted). The user email is marke@ourorganisation.com. The Admin Settings section is active, showing the Company tab. The form contains the following fields:

Company	
Name	Safe Name
OST Database Group	ost-database-group
Contact	Phone
Mark O'Reilly	(07) 3420 5457
Email	Website
contact@ostdatabasegroup.com.au	http://ostdatabasegroup.com.au

A Save button is located at the top right of the form. The footer reads: Copyright © OST Database Group 2009 - 2014. All Rights Reserved.

The screenshot shows the Minute Keeper Admin interface. The top navigation bar is the same as the previous screenshot. The Admin Settings section is active, showing the Permissions tab. The form contains the following table:

Company	Permissions	Actions	User Role	Read	Modify	Delete
	Meeting List	<input type="checkbox"/>	Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Meeting Details	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Meeting Actions List	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Meeting Actions Details	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Document List	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Document Details	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Contact List	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Contact Details	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Admin	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Account	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


A Save button is located at the top right of the form. The footer reads: Copyright © OST Database Group 2009 - 2014. All Rights Reserved.


Admin - Lists


Components within *Minute Keeper* (Web) contain a number of drop-down lists such as Meeting Location, Meeting Type, Agenda Type, etc.

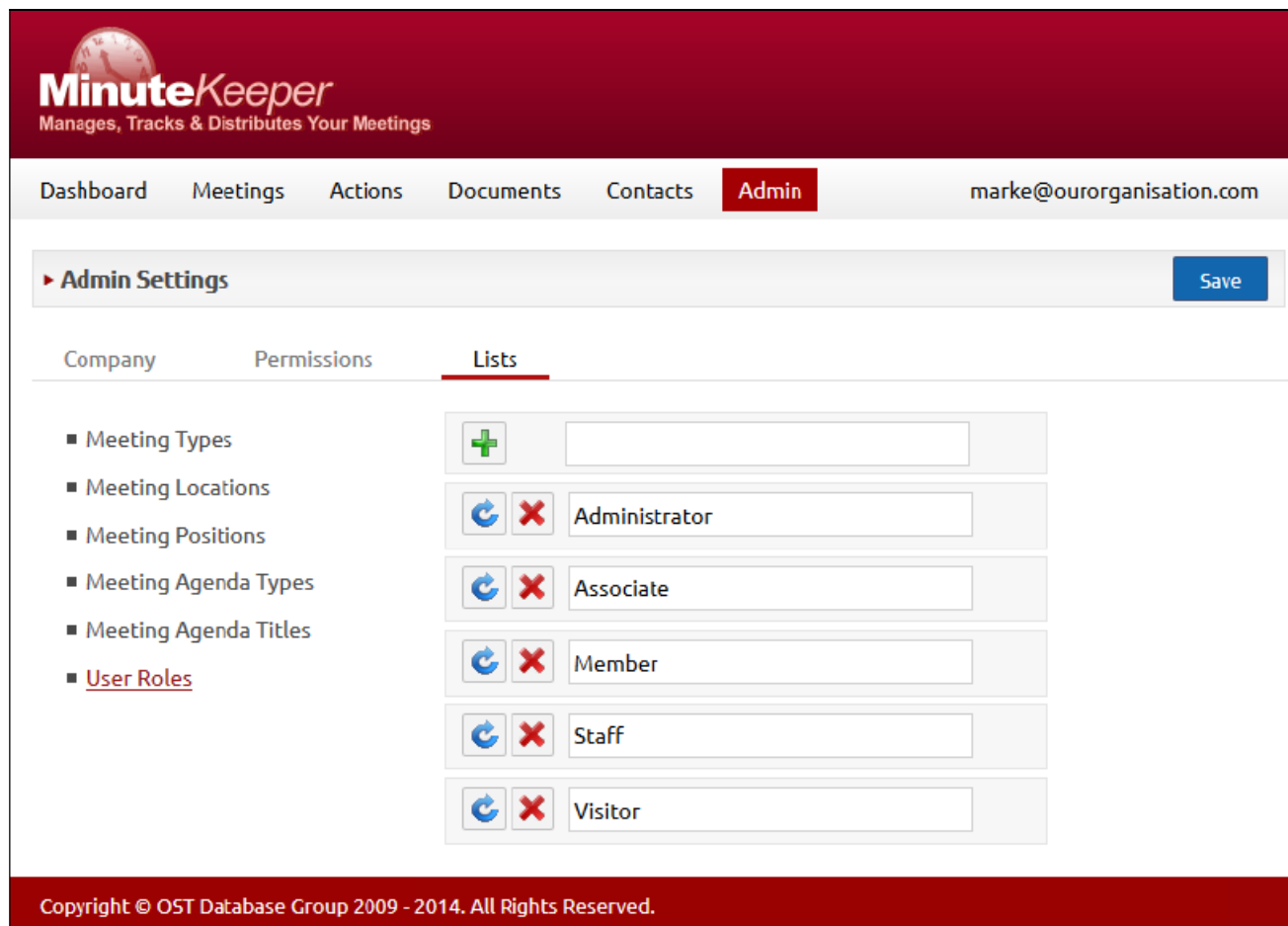
These drop-down lists can be added to or edited via the **Admin – Lists** component.

Click on the required list from the options presented on the left hand side of the screen, then add and/or edit entries within the selected list.












To add a new entry – type your entry in the empty field at the top of the list and then click on the **Plus**  button.

To edit an entry – type your update to an existing entry and then click the **Update**  button.

To delete an entry – click on the **Delete**  button to the left of the applicable entry. **Note:** *delete with due care!*



The screenshot shows the Minute Keeper web application interface. The header is dark red with the Minute Keeper logo and tagline "Manages, Tracks & Distributes Your Meetings". Below the header is a navigation bar with tabs: Dashboard, Meetings, Actions, Documents, Contacts, and Admin (highlighted in red). The user email "marke@ourorganisation.com" is displayed on the right. The main content area is titled "Admin Settings" with a "Save" button. Under "Admin Settings", there are three tabs: Company, Permissions, and Lists (highlighted in red). The Lists tab displays a list of categories on the left: Meeting Types, Meeting Locations, Meeting Positions, Meeting Agenda Types, Meeting Agenda Titles, and User Roles. To the right of these categories are input fields for adding or editing entries. The "Meeting Types" category has a green plus button and an empty input field. The "User Roles" category has a list of roles: Administrator, Associate, Member, Staff, and Visitor, each with a blue circular arrow button and a red X button.













Company	Permissions	Lists
■ Meeting Types		 <input type="text"/>
■ Meeting Locations		  Administrator
■ Meeting Positions		  Associate
■ Meeting Agenda Types		  Member
■ Meeting Agenda Titles		  Staff
■ <u>User Roles</u>		  Visitor

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Search List: Report Button


This is a sample Meeting Details report. The Meetings Screen has a Report button on the top right that presents a report based on your filter settings.

Options at the top of the report screen include:

Button	Image	Description
First Page		Navigate to first page of the report
Last Page		Navigate to last page of the report
Previous Page		Navigate to previous page of the report
Next Page		Navigate to next page of the report
Go Back to the parent report		Navigate back to the parent report
Zoom	 100%	Increase view size of the report
Search Box		Enter a search string here and use Find or Next button.
Find		To search for entered text
Next		To find the next occurrence of the search string.
Save Button		To save report
Refresh Button		To refresh report
Print Button		To print report

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Find | Next

Productive Meetings Business Office

Productive Meetings Business Office
Phone: 1234
Email: adirector@prdctvmtg.com
Website: prdctvmtg.com

Meeting Details Report

Meeting Details

Name
Business Plan Considerations

Type
Design Meeting

Location
Meeting Room 1

Scheduled On
16/08/2016 09:00 AM

Description

Notes

Attendees

Contact	Position	Email	Phone
C. Design	Chair	cdesign@prdctvmtg.com	3456
Minute Taker	Scribe	mtaker@prdctvmtg.com	1122
I. Catcher	Attended	icatcher@prdctvmtg.com	3457
I. Design	Attended	idesign@prdctvmtg.com	3458

Agendas

Agenda	Type	Brought By
1.0 Speakers, Guests or Visitors	General	C. Design
2.0 Business Arising and Correspondence	General	C. Design
3.0 Project Plan and Budget Estimates	General	C. Design
4.0 Business Plan Contribution	General	C. Design
4.1 temps	General	TEMP TEMP

Actions

Contact	Agenda	Title	Due Date	Status
I. Design	3.0 Project Plan and Budget Estimates	Compile list of projects and associated costs	01/08/2016	Pending

Documents

Name	Size (KB)	Url
sample-docx	12	Link
sample-pdf	26	Link

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