MINUTES HELP

- For creation of Minutes of the Meeting follow the below mentioned steps:
  - ✓ Firstly go under tab Minutes\Resolutions
  - ✓ Select the type of Meeting than press new
  - ✓ Enter the necessary details (i.e. Meeting date, Meeting time, Notice date, Name of Chairman, Place of Meeting)
  - ✓ After that insert the file (Minutes Template) of which you want to create minutes. {You can use Templates of Minutes given by us or you can browse your own file also}
  - ✓ For inserting our templates go to Minutes > Select the File which you want to add > than press Add to Minutes tab.
  - ✓ To browse your own file for adding directly to the minutes press add tab > than select the file.

Note 1. Minutes Templates which are given by us are categorized under two heads:

1. Default Templates
2. User defined templates

Note 2. When you will modify and save the default template as given by us than it will be automatically categorized under User Defined Template.

Note 3. If you want to revert back the User Defined Template into the Default Template which you have modified earlier than select that template and press the delete tab than that template will be automatically re-converted into default template.

Note 4. For directly adding your own templates (User Defined Templates) in the software go to Minutes > Click on Add tab > Than Browse the file which you want to add. After that the file you browsed will be automatically added in the Minutes Templates and categorized under User Defined Tab.