

Reference Guide

Governors

Logging Follow-Up Correspondence

- On the Governing Body Search page, search for the required governing body.
- Double-click the required governing body to display the Governing Body page.
- Select Communication Log from the Links drop-down to display the Communications for Governing Body page.
- Populate the filters on the Communication Log Filters panel, if required and click the Search button.

The results of the search are displayed on the List of Communications panel.

- Select a communication in the list to log follow-up. Select Type, Direction and Service Team.
- Click the Log Follow-Up button to display the Communication Log Details page.
- 7. In the **Summary** tab, enter details of the follow-up correspondence.
- In the Subjects/From/To tab, enter details of the person who initiated the communication and to whom the communication was sent.
- Enter details on the remaining tabs, as required and click the Save button.

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Communication L	Details School	Y Alerts	f SQL Mail Merge	III - 💾
Summary Subjects/From	To Email Detail Memo			
Summary				
Communication Type	Email Communication Direction Inbound			
Service Team				
Log Date	19/11/2015 a Log Time 11:31 🗘 🕥			
Summary *	Re: Email received regarding meeting			
Priority	None			
Response Detail				
Response Required				
Referred To				

Related Reference Guides:

- Governors Primary Navigation
- Governors Recording Correspondence

CAPITA

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