



Governors

Logging Follow-Up Correspondence

1. On the **Governing Body Search** page, search for the required governing body.
2. Double-click the required governing body to display the **Governing Body** page.

3. Select **Communication Log** from the **Links** drop-down to display the **Communications for Governing Body** page.

4. 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.

5. Select a communication in the list to log follow-up. Select **Type**, **Direction** and **Service Team**.

6. 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.

8. In the **Subjects/From/To** tab, enter details of the person who initiated the communication and to whom the communication was sent.

9. Enter details on the remaining tabs, as required and click the **Save** button.



Related Reference Guides:

- **Governors Primary Navigation**
- **Governors Recording Correspondence**