

**Reference Guide** 

Governors

**Displaying the Contact Log** 

## **Displaying the Contact Log**

- On the Governing Body Search 1. page, search for the required overning Body Search governing body. 2. Double-click the required governing dies of Base Type body to display the Governing Body page. Q, s rt CSV 🛛 📰 👻 💼 Linked Re Governing Body Search > Governing Body Details Governing Body Select the Contact Log tab to 3. Composition Committees Meetings Contact Log Memo UDFs Basic Details Default Terms display details from the v3 Contact ntact Log S Log in the Contact Log Summary. √ Action Date √ Type √ Title 🗑 Flag 🕅 Committee 🕅 Date 19/08/2002 TMG 08/07/2002: 6. Response No Finance 05/08/2002 TMG 08/07/2002: 5. Action minutes No Finance 4. Select an item in the Contact Log 01/07/2002 TMG 08/07/2002: 4. File to clerk No Finance Summary to display the details in 21/06/2002 TMG 08/07/2002: 2. Head's report No Finance the Contact Log Details panel. 21/06/2002 TMG 08/07/2002: 3. Agenda out No Finance 27/05/2002 TMG 08/07/2002: 1. Letters/draft agendas out Yes Finance Contact Log Details Memo Contact Log Details 3 Date 19/08/2002 m Time ▦ Action Date Flag × - Committee Finance 🔻 Туре TMG 08/07/2002: 6. Response Title ontact Log Details Mem If a memo is associated with these 5. details, select the Memo tab to display it. XToolbar 🔳 100 % 🔹 ------**Related Reference Guides:** 
  - Governors Primary Navigation

## CAPITA

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