

Governors Managing Meetings

verning Body Search

Meeting Date 🔞 Action Date 🔞 Meeting Type

02/09/2002

Termly Meeting

Termly Meeting

Governing Body Meeting

Flag

08/07/2002

07/05/2002

15/11/2001

02/08/2000

Meeting Date

Action Date

Meeting Type

Managing Meetings

tings Contact Log | Memo | UDFs | Basic Details | Default Te

Summer 2002

meeting Quarterly Finance Group Review eetina Full Business Meeting

Autumn Term 2002 Meeting

Finance

P (S

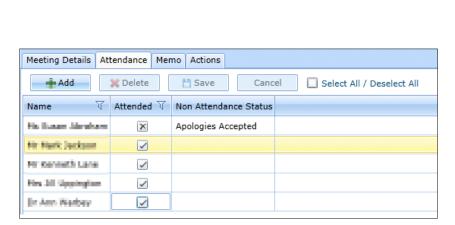
On the Governing Body Search page, search for the required governing body.

- Double-click the required governing body to display the Governing Body page.
- 3. Select the Meetings tab.
- To add details of a new meeting, click the **New** button.

Alternatively, meeting details can be edited by highlighting the required meeting in the **Meeting Summary** panel to display the details.

- 5. On the **Meeting Details** tab:
 - Select the Meeting Date and Meeting Time.
 - Select the Action Date from the drop-down list (the date of the main action from the meeting).
 - c. If required, select the **Flag**check box. Local Authorities
 can assign their own meaning
 - can assign their own meaning to what flagging a meeting indicates.

 d. Select a **Meeting Type** and the **Committee** holding the meeting from the drop-down list.
 - e. Enter a Meeting Title.
 - f. Click the Save button.
- 6. On the **Attendance** tab:
 - To add a new attendee, click the Add button to display Person Search browse.
 - b. To record attendance, select the Attended check box or the Select All / Deselect All check box to display a tick in the Attended column.
 - c. To record non-attendance, select the **Attended** check box or select the **Select All**/ **Deselect All** check box to display a cross in the **Attended** column. Select a **Non Attendance Status** from the drop-down.
 - Click the Save button.
- On the **Memo** tab, enter a memo if required. Click the **Save** button.







Related Reference Guides:

- Primary Navigation
- Manage Meeting Actions
- Manage Templates
- Person Search



Capita One. Tel: 01234 838080. Email: info@capita-one.co.uk. Web: www.capita-one.co.uk.

© Capita Business Services Ltd. 2018. All rights reserved. No part of this publication may be reproduced, photocopied, stored on a retrieval system, translated or transmitted without the express written consent of the publisher. For more detailed instructions refer to the online help file or handbook. You can contact the Service Desk via My Account. This guide is based on the version of the software (Summer 2013, 3.51) in use at the time of publication.

1