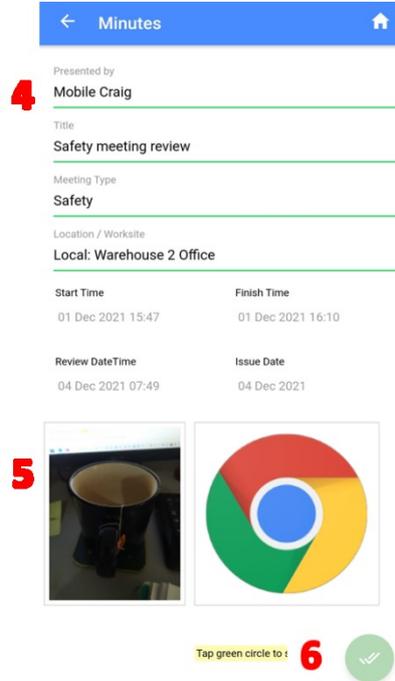
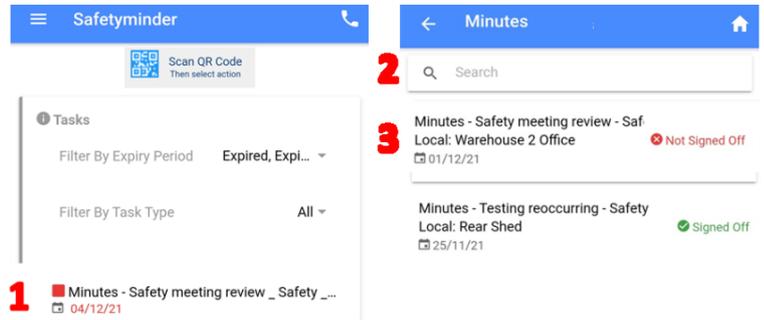




# Meeting Minutes

1. Click on the task from the Home Page.  
Or from Main Menu select Registers, Minutes.
2. Use the Search box to narrow down the display.
3. Click on the item that needs to be signed off.



4. Details of the meeting will show.
5. Open and read each of the files that are attached.
6. You will notice that the Sign Off ticks are not active. This will change once you have opened & read each item.

7. Click  to sign off the minutes.
8. Click YES to the confirmation message.

