



Meeting Type

Here can you setup and edit the meeting types you would like to use.

From Administration/Company Set up/Meeting Type click **+ADD NEW**.

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+ADD NEW

EXCEL PDF FILTER GROUP Search... X		
Title	Description	
General Staff	General Staff	
PreStart	PreStart	
Safety	Safety	
Toolbox	Toolbox	

1. Type in a Title.
2. Enter a Description.
3. Click **SAVE**.

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3

SAVE

DELETE

BACK

Title

1

Toolbox

Description

2

Toolbox

