Bulk meeting preparation via previous meeting's record
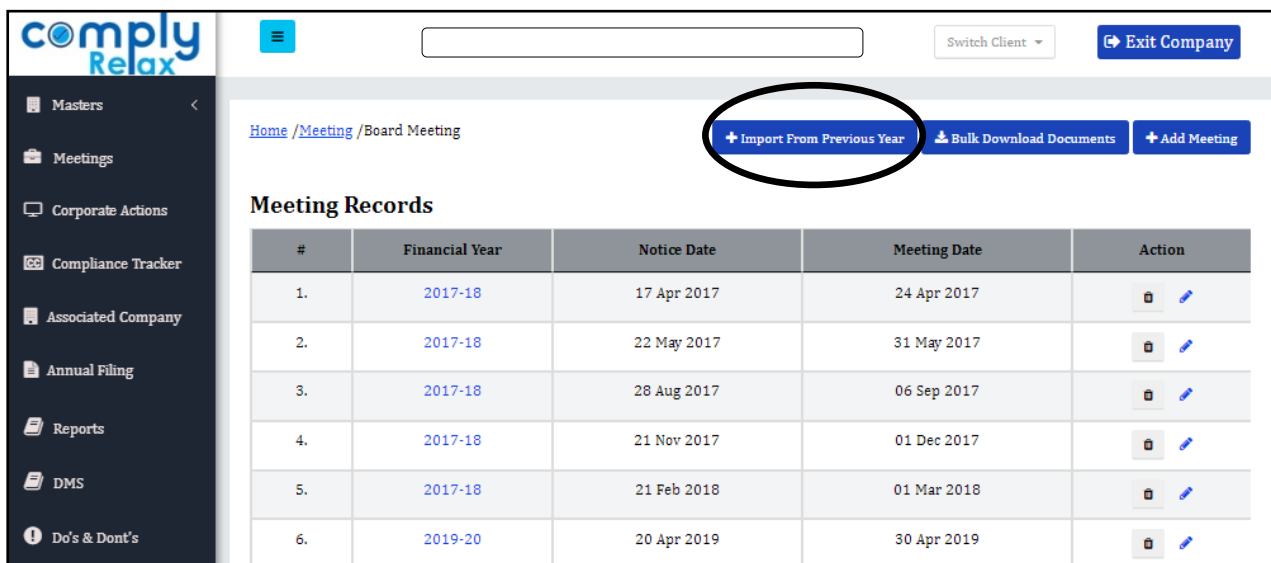
You can very easily create board meetings using the data of previously added meetings. You can simply import the old meeting's data and create new ones.

Dashboard ⇨ Client ⇨ Compliance Manager ⇨ Meetings ⇨ Board Meeting

After clicking on Import from previous year, following screen will appear before you.

You can select the relevant FY and add meeting from same.