

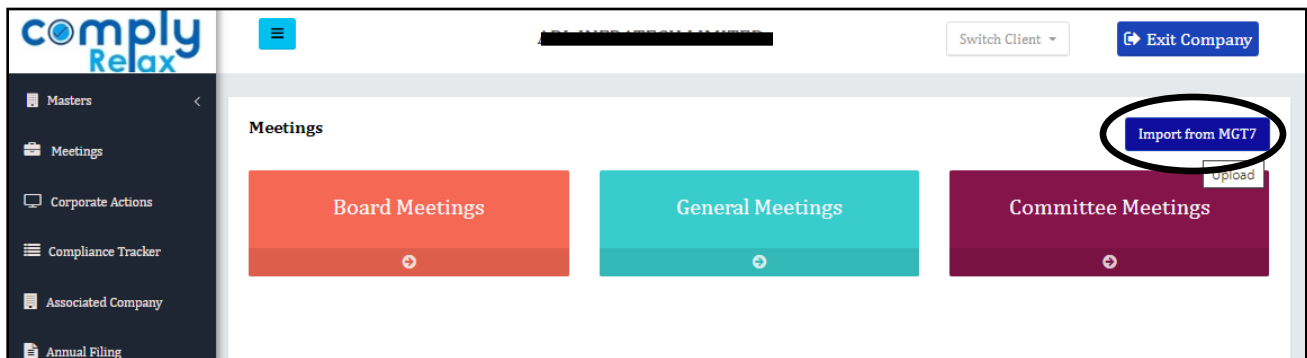
### [Importing Meetings from e-Form MGT-7](#)

Dear Users, one more exciting feature has been added to the dashboard. Now you can prepare your meetings very easily.

You can import the meeting dates from the e-Form MGT-7 in one click, and system will create meetings records for such dates in Board Meetings, Annual General Meeting, Extra Ordinary General Meeting, Committee Meeting.

Follow these steps this to access this feature:

Dashboard ⇒ Clients ⇒ Compliance Manager ⇒ Meetings



Click on the Import from MGT-7 button as shown in the figure and upload the form.

System will ask you for which meetings you wish to import record, you can select according to your requirement and submit.

Meetings record will be imported, you can edit same and complete the minutes and other documents.

All the meetings which are imported from the form will be displayed in red color, so that you can easily bifurcate which meetings have been created manually and which have been imported from form.