

Generation of Meeting Summary

Dear Users,

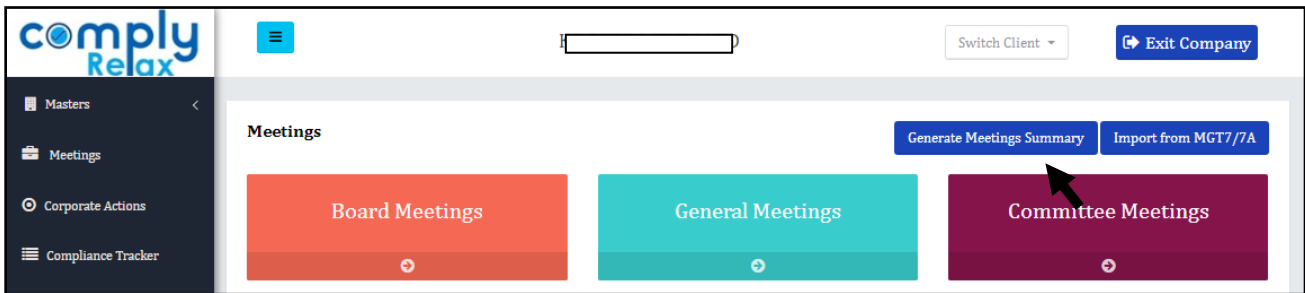
We have added one more new feature on the dashboard. You can now generate meeting summary for each financial year according to your requirement.

This summary will comprise of Meeting related information along with the matter discussed at the meeting.

Board, General & Committee meeting details shall be incorporated in this summary.

Please follow these steps to go to the summary generation window:

Dashboard ⇒ Client ⇒ Compliance Manager ⇒ Meetings



Generate Meeting Summary

Select Financial Year

Select the Financial Year and submit. A new window will be opened displaying the summary. You can also download this summary in excel or PDF format.

We hope you find this feature useful.

Also, If you have any query or suggestion please write to us at info@complyrelax.com.