

Customization of General items of Minutes

Dear users,

Greetings of the day!,

In the resolution repository we have added the general items of meetings i.e.

Election of chairperson Quorum Leave of absence Noting of previous meeting Performance review Vote of thanks etc.

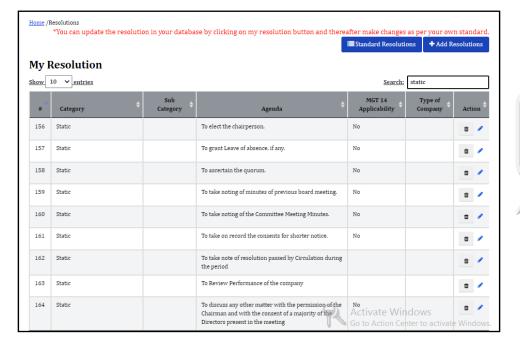
Now you can customize the content of these items as well in the same manner as you my do for resolutions.

Please follow below mentioned instructions to access this feature:

 $\textit{Dashboard} \Rightarrow \textit{Resolution Master} \Rightarrow \textit{Board/General/Committee/LLP Resolution}$

In the MY RESOLUTION window search "static" or with the key word of the agenda item.





Click on the edit button for making any change and save.