

Lock Circular Resolution and Meetings after finalization

Dear users,

Greetings of the Day!

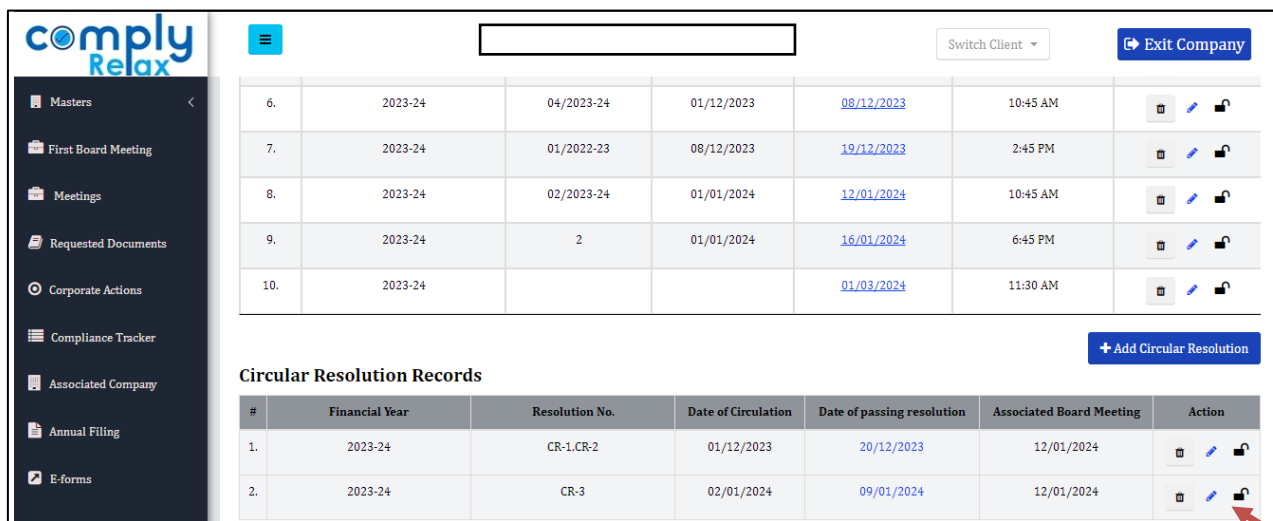
You may lock the Circular resolution and meetings prepared in the software, so that after finalization no changes can be made to them without having admin's access.

Steps to be followed:

Dashboard ⇒ Clients ⇒ Select Company ⇒ Compliance Manger ⇒ Meetings

OR

Dashboard ⇒ Masters ⇒ Company Master ⇒ Select Company & Click Open ⇒ Meetings



#	Financial Year	Resolution No.	Date of Circulation	Date of passing resolution	Associated Board Meeting	Action
1.	2023-24	CR-1,CR-2	01/12/2023	20/12/2023	12/01/2024	
2.	2023-24	CR-3	02/01/2024	09/01/2024	12/01/2024	

As shown in the image, you have to click on the Lock icon to lock any meeting or circular resolution.

Once the meetings is locked, no changes can be made to it, unless unlocked by the admin.

**The admin can also assign this access to any other team member by configuring their role. There is a separate help kit available for configuring the roles, you may check out the same in the updates section.*

Private Circulation only