

BOARD MEETING - IMPORT BOARD MEETING FROM ONE COMPANY TO ANOTHER

Dear users,

Greetings of the Day!

We have added a new feature on our portal ComplyRelax.

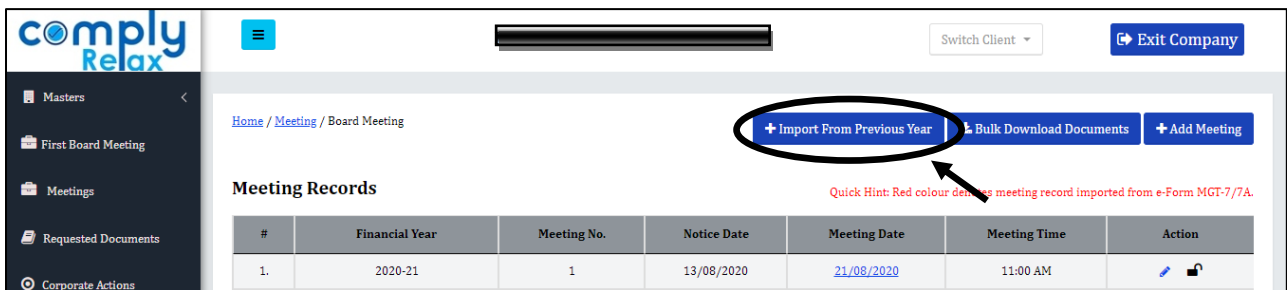
You can now generate import board meeting from one company to another. You can easily prepare minutes for group companies with this new facility, or any other meeting similar to which you have already added in the system for any of your client.

Steps to be followed:

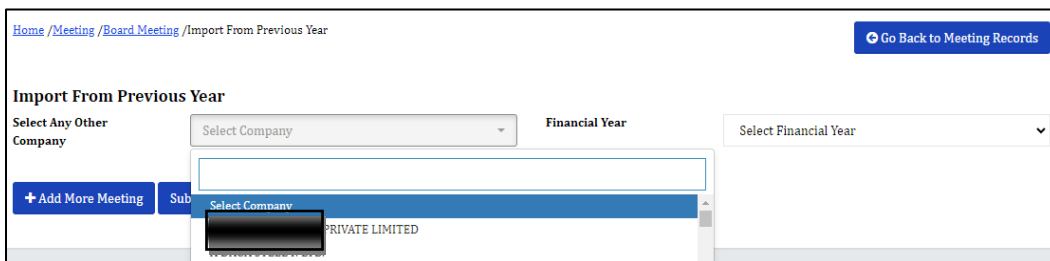
Dashboard ⇒ Clients ⇒ Select Company ⇒ Compliance Manger ⇒ Meeting ⇒ Board Meeting

OR

Dashboard ⇒ Masters ⇒ Company Master ⇒ Select Company and Click on Open Button ⇒ Meeting ⇒ Board Meeting



From this window you have to click on the **Import from Previous Year** button as shown in the image.



Here you can select the Company and FY, and then you can import the BM.

A new meeting will be created and all the data of this selected meeting will be imported along with the resolutions, you can review the same and make changes if necessary.

