

**SET DEFAULT TIME FOR MEETINGS**

Dear users,

We have introduced a new feature to set a default meeting time for your meetings.

If your clients generally conduct meetings at a specific time, you no longer need to adjust the meeting time every time you create a new meeting. Simply set the default time once, and it will automatically apply to all meetings added thereafter.

If required, you can still change the time for any individual meeting by editing that specific meeting.

**STEPS TO FOLLOW:**

**Dashboard -> Master -> Company Master -> Search the company name and click Open**

The screenshot shows the ComplyRelax software interface. At the top, there is a navigation bar with a 'Settings' icon (a gear) highlighted with a red arrow and a callout bubble saying 'Click on Setting icon'. Below the navigation bar is a 'Masters' section with several buttons: 'Company' (blue), 'Director & KMP' (purple), 'Index of Charges' (green), 'Capital Structure' (purple), 'Shareholder' (teal), and 'Share Certificates' (orange). A large red arrow points down to the 'Shareholder' button. The main content area shows a 'NOTING OF PREVIOUS BOARD / COMMITTEE MEETING IN THE BOARD MEETING' section with a note about adding a meeting held 'on or before the Board Meeting Date'. Below this is a 'DEMAT SHARE WORKING' section with a note about adding shares in demat. A red box highlights the 'DEFAULT MEETING TIMING' section, which contains a 'Default Timing' input field set to '11:00 AM' and a time picker icon. A callout bubble over this section says 'Here you can set the default time of meeting for this company.' A blue phone icon is in the bottom right corner of the main content area.

Please reach out to us if you need any assistance:

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