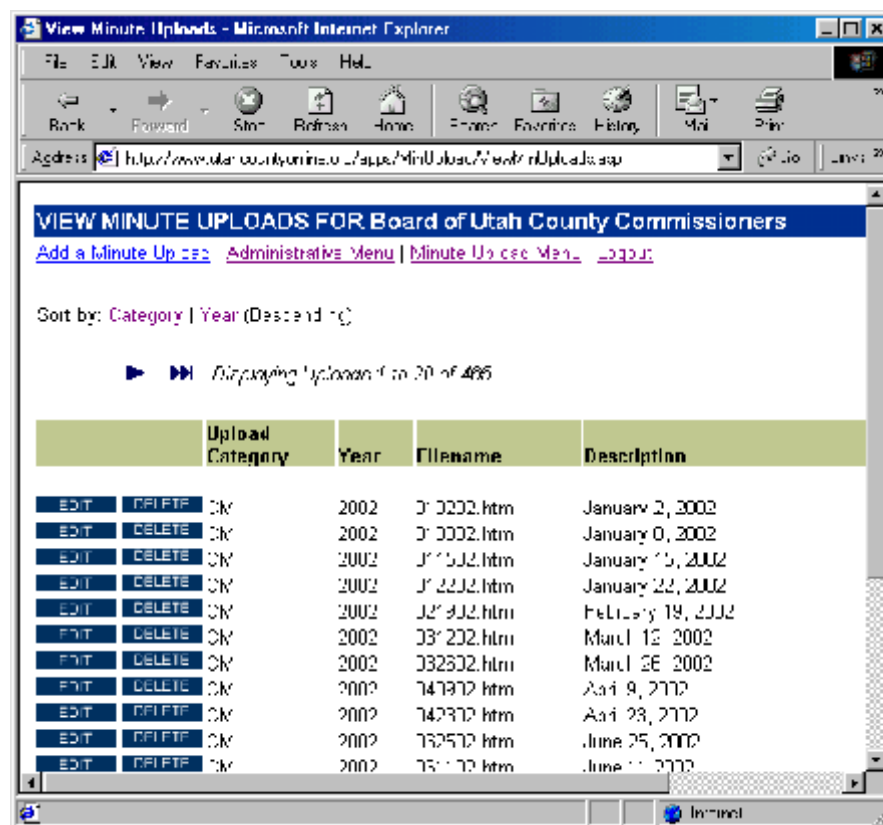


MINUTES

The minutes application allows you to upload minutes from department meetings, board meetings, etc. Like most of the other applications, minutes must be assigned to categories. A custom page will be built (based upon the minute category) for your organization if you choose to upload minutes.

View Minute Categories. This page displays all of the minute categories that have been created for your organization. To add a category, click the Add link.

Add a Category of Minutes. Use this form to add a category of minutes for your organization, following the guidelines established in the General Information section of this document.



View Minute Uploads. This page displays all the minutes that have been uploaded for your organization. Use the sorting options and the navigation arrows to locate specific minutes. To Add, Edit or Delete minutes, press the appropriate link or button for the individual minutes.

Edit Minute Upload. Use this form to edit uploaded minutes. If you choose to upload a new file, it will replace the existing file on the web server.

Delete Minute Upload. Use this form to delete minutes altogether. Any associated categories will also be deleted.