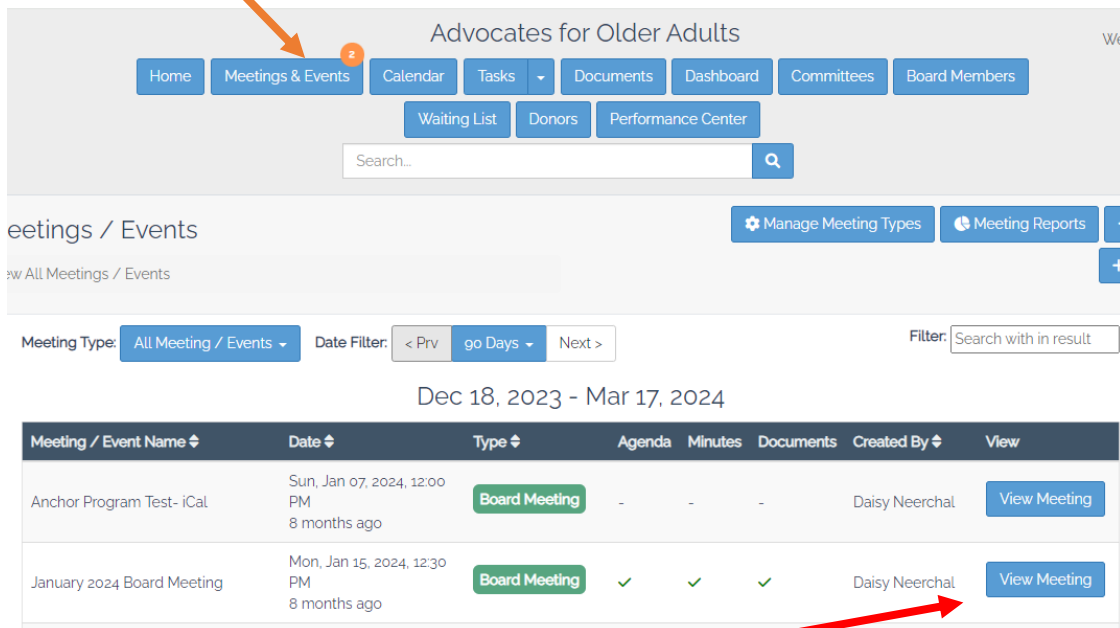


## Automated Board and Committee Book

1) Click "Meetings & Events"

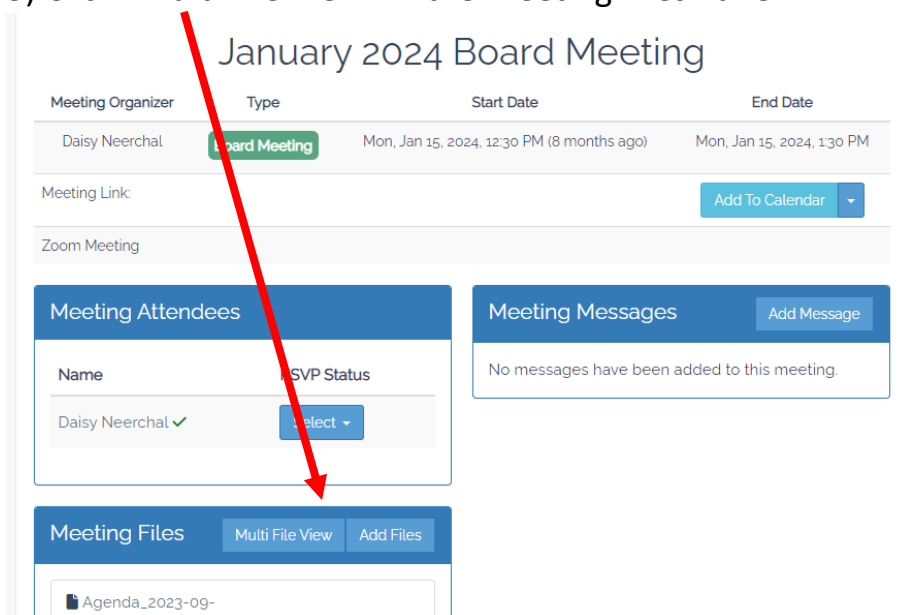


The screenshot shows the website interface for 'Advocates for Older Adults'. The navigation menu includes 'Home', 'Meetings & Events', 'Calendar', 'Tasks', 'Documents', 'Dashboard', 'Committees', and 'Board Members'. Below the menu is a search bar and a 'Filter' dropdown. The main content area displays a table of meetings for the period 'Dec 18, 2023 - Mar 17, 2024'. The table has columns for 'Meeting / Event Name', 'Date', 'Type', 'Agenda', 'Minutes', 'Documents', 'Created By', and 'View'. Two meetings are listed: 'Anchor Program Test- iCal' and 'January 2024 Board Meeting'. A red arrow points to the 'View Meeting' button for the 'January 2024 Board Meeting'.

Meeting / Event Name	Date	Type	Agenda	Minutes	Documents	Created By	View
Anchor Program Test- iCal	Sun, Jan 07, 2024, 12:00 PM 8 months ago	Board Meeting	-	-	-	Daisy Neerchal	View Meeting
January 2024 Board Meeting	Mon, Jan 15, 2024, 12:30 PM 8 months ago	Board Meeting	✓	✓	✓	Daisy Neerchal	View Meeting

2) Then click "View Meeting"

3) Click "Multi File View" in the Meeting Files Panel



The screenshot shows the details for the 'January 2024 Board Meeting'. The page includes a meeting organizer section with 'Daisy Neerchal' as the organizer, a meeting link, and a zoom meeting section. Below these are sections for 'Meeting Attendees' and 'Meeting Messages'. The 'Meeting Attendees' section shows 'Daisy Neerchal' as the only attendee. The 'Meeting Files' section at the bottom has a 'Multi File View' button highlighted with a red arrow.

The left-hand panel will display a list of all the meeting files. You can order the documents in any desired sequence by dragging the document to the desired position in the document list.

