

Viewing Upcoming Meetings

1. On the **Featured** panel, under **Meetings**, select the meeting you want to view.
2. On the meeting's dashboard, click the **View the Agenda** button.
3. Select an agenda item to view its content and attachments.

Viewing Archived Meetings

1. On the **Meetings** panel, click on the meeting you want to view.
2. On the meeting's dashboard, click the **View the Agenda** button.
3. Select an agenda item to view its content and attachments.

Viewing Policies (if enabled)

1. Click on the **Policies** tab.
2. If necessary, choose a book from the **Book** menu.
3. Click on a section title to expand the list.
4. Select a policy to view its content.

Searching Single Agendas

1. Select the desired meeting from the **Meetings** panel.
2. Click the **View the Agenda** button.
3. Click in the **Search** field above the navigation list.
4. Enter desired search words.
5. Press the **Enter** key.

Searching All Documents

1. Choose either **Active** or **Draft** from the Meetings tab menu, depending on the type of meeting you want to search.
2. Click in the **Search** field above the navigation list.
3. Enter desired search words.
4. Press the **Enter** key.

META Searching

1. Click on the **Search** tab.
2. Enable the **META** checkbox.
3. Click in the **Search** field.

4. Enter desired search words. Searching begins once typing stops.

Printing an Agenda from the Meeting Dashboard

1. Click on the meeting to print in the **Meetings** panel.
2. Click on the **Print the Agenda** button to display the print preview window.
3. Select the **Simple Agenda, Detailed Agenda** or **Current Agenda Item** tab to specify what you want to print.
4. Click the **Print** button in the lower-right corner of the print preview window.
5. Select the desired printer, set print options, and click the **Print** button.

Printing an Agenda from the Agenda Panel

1. Click on the meeting you want to print in the **Meetings** panel.
2. Click the **View the Agenda** button.
3. Select **Print Agenda** from the menu to display the print preview window.
4. Click on the **Simple Agenda, Detailed Agenda** or **Current Agenda Item** tab to specify what you want to print.
5. Click the **Print** button in the lower-right corner of the print preview window.
6. Select the desired printer, set print options, and click the **Print** button.