

# TOOL USER GUIDE

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## MEETING NOTES MANAGER



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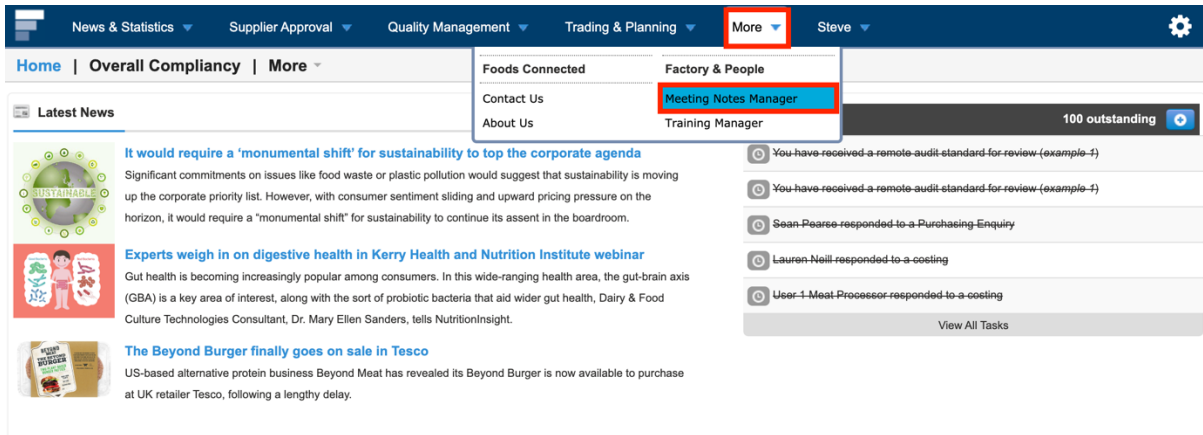
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## 1. ACCESSING MEETING NOTES MANAGER

The Meetings Notes Manager tool allows for users to setup, manage and maintain meetings & tasks between colleges.

### 1.1 MEETING NOTES MANAGER

**Step 1:** To access the Meeting Notes Manager Tool, sign into Foods Connected and select “*More*”, then go to Factory & People and select “*Meeting Notes Manager*”.



### 1.2 FILTER FUNCTIONALITY

All Meetings are created and stored in one central place where approved users can access accordingly.

**Step 1:** Meetings can be filtered and searched upon by a range of filters. Use the filter function (top of the page) to find created and previous meetings within the list. Select the relevant options and then select “*Filter*”.

**Site:** Select the relevant site

**Created By:** Select by users

**Status:** Select by status of the meeting (Closed, In Progress, Draft)

**Visibility:** Select by user visibility (Company Users or attendees only)

*Note: Ensure ‘Clear Filter’ has been clicked when not using the filter function, as this may stop the user from locating a Meeting.*

The screenshot shows the 'Meetings Manager' interface. At the top, there is a navigation bar with 'News & Statistics', 'Supplier Approval', 'Quality Management', 'Trading & Planning', 'More', and 'Steve'. Below this, the 'Meetings Manager' header includes 'Company Meetings', 'Received Meetings', 'Activity Overview', and 'Admin'. A filter bar is highlighted with a red box, containing dropdown menus for 'Site' (All), 'Created By' (All), 'Status' (All), and 'Visibility' (All), along with 'Filter' and 'Clear Filters' buttons. Below the filter bar are buttons for 'Add New Meeting', 'Duplicate Selected', and 'Delete Selected'. The main table lists meetings with columns for Title, Date, Created By, Status, Visibility, and Meeting Items (Assigned To Me). Each row has 'View' and 'Update' buttons. The table contains five rows of data, including '4th Quarterly Internal Review', '3rd Quarterly Internal Review', '2nd Quarterly Internal Review', '1st Quarterly Internal Review', and 'QA TEST'. At the bottom, it shows 'Viewing 5 results | Page 1 of 1' and pagination controls.

	Title	Date	Created By	Status	Visibility	Meeting Items (Assigned To Me)	
<input type="checkbox"/>	4th Quarterly Internal Review	27/03/2020 09:00:00	Steve Jones	Draft	Attendees Only	0 (0)	<a href="#">View</a> <a href="#">Update</a>
<input type="checkbox"/>	3rd Quarterly Internal Review	20/12/2019 09:00:00	Steve Jones	In Progress	Attendees Only	3 (0)	<a href="#">View</a> <a href="#">Update</a>
<input type="checkbox"/>	2nd Quarterly Internal Review	27/09/2019 09:00:00	Steve Jones	In Progress	Attendees Only	3 (0)	<a href="#">View</a> <a href="#">Update</a>
<input type="checkbox"/>	1st Quarterly Internal Review	28/06/2019 09:00:00	Steve Jones	In Progress	Attendees Only	3 (0)	<a href="#">View</a> <a href="#">Update</a>
<input type="checkbox"/>	QA TEST	17/06/2019 19:00:00	Steve Jones	In Progress	Company Users	1 (0)	<a href="#">View</a> <a href="#">Update</a>

## 2. COMPANY MEETINGS

Meetings can be set up in advance or set up while the meeting is in progress. Meetings under the 'Company Meetings' tab allows access to view meetings that have been shared with company users.

### 2.1 ADD OR SET UP NEW MEETING

**Step 1:** Select *"Add new meeting"* to set up a new meeting

This screenshot is identical to the one above, but the 'Add New Meeting' button in the filter bar is highlighted with a red box to indicate the next step in the process.

**Step 2:** Give your meeting a name

The screenshot shows the 'Step 1 of 2: Create Meeting' form. The 'Meeting Title' field is filled with 'Quality Action Plan'.

**Step 3:** Under "Overview/Agenda" input your meeting agenda

Overview/Agenda

1. Retail Pack Quality
2. Cleaning
3. QA Systems
4. Potential Contamination
5. Corrective Action

#### Step 4: Give your meeting a date & time

Date

#### Step 5: Under "Company site" choose which site the meeting relates too

Company Site

#### Step 6: Under "Visibility" choose who can see the meeting all company users or meeting attendees only

Visibility  Company Users with 'view' access can view the meeting.

#### Step 7: Under "Add attendees" select who will be attending the meeting & who you'd like to invite & what action you allow them. The three options include:

**Company Users:** Select a user existing in the company

**Email Addresses:** Include email address for users who are not already existing in Foods Connected

Once done select **"Add"**.

Add Attendees

Attendee	Access	
Steve Jones	Can View/Action	<input type="button" value="x"/>
Sally Mitchell	Can View/Action	<input type="button" value="x"/>
Tom Stanton	Can View/Action	<input type="button" value="x"/>

#### Step 8: You can add an attachment if you need too (this will allow you to select a file from your computer)

#### Step 9: Once done, click **"Next step"**

Add Attachments

No file chosen (Maximum Size: 5MB)

No file chosen (Maximum Size: 5MB)

No file chosen (Maximum Size: 5MB)

#### Step 10: Choose to give your meeting a "Section" or not & name it.

*Note: Sections can be set up prior to the meeting according to the meeting agenda and when the meeting commences items can then be added under each section, assigned to users, assigned a due date, and items prioritised.*

Section	Meeting Item	Assigned To	Due Date	Item Order	
✓ -- N/A -- -- New Section --	Enter meeting item details...		Date --:-- --	0	+

**Step 11:** Select “Save” to save meeting or select “Save & Share” to save the meeting and share with meeting attendees.

Section	Meeting Item	Assigned To	Due Date	Item Order	
Retail Pack Quality	Meeting Item 1	Not Specified	None Specified	0	✎ 🗑
Retail Pack Quality	Meeting Item 2	Not Specified	None Specified	0	✎ 🗑
Cleaning	Meeting Item 3	Not Specified	None Specified	0	✎ 🗑
Potential Contamination	Meeting Item 4	Not Specified	None Specified	0	✎ 🗑
Corrective Action	Meeting Item 5	Not Specified	None Specified	0	✎ 🗑

**Step 12:** Attendees will receive an email from [meetings@foodsconnected.com](mailto:meetings@foodsconnected.com) and receive a notification in their ‘My Tasks’ section on Foods Connected.



## A Meeting has been shared with you on Foods Connected

Hi, Steve

Admin has shared a Meeting with you on Foods Connected. You may view the meeting by logging into Foods Connected.

The Meeting details are as follows:

---

### Meeting Details

**Meeting Title:** Quality Action Plan

**Overview/Agenda:**

1. Retail Pack Quality
2. Cleaning
3. QA System
4. Potential Contamination
5. Corrective Action

**Date:** 20/07/2020 10:00

**Attendees:** Steve Jones, Sally Mitchell and Tom Stanton

**Visibility:** Company Users

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If you do not have an account on Foods Connected, please create an account using the following email address:  
user@democo.com

Please note once logged in you can access FAQs, raise support tickets and view our training guides via the [Help Section](#).

Foods Connected users can login to their account and manage their newsletter subscriptions using the Edit Profile option. Other users, please email [info@foodsconnected.com](mailto:info@foodsconnected.com) to unsubscribe.

## 2.2 COMMENCE/UPDATE MEETING

**Step 1:** When the meeting commences, select **“Update”** beside the meeting in your main table.

**Meetings Manager**

Company Meetings ← Received Meetings Activity Overview Admin

Site: All Created By: All Status: All Visibility: All Filter Clear Filters

+ Add New Meeting Duplicate Selected Delete Selected

<input type="checkbox"/>	Title	Date	Created By	Status	Visibility	Meeting Items (Assigned To Me)	<input type="button" value="View"/>	<input type="button" value="Update"/>
<input type="checkbox"/>	Quality Action Plan	20/07/2020 10:00:00	Steve Jones	Draft	Company Users	5 (0)	<input type="button" value="View"/>	<input type="button" value="Update"/>

Viewing 6 results | Page 1 of 1 25 50 100 | << first < previous next > last >>

**Step 2:** You are able to update the overview/agenda, add additional attendees or update attachments for the meeting. Then select **“Next step”**.

### Step 1 of 2: Edit Meeting

Meeting Title: Quality Action Plan

Overview/Agenda: 1. Retail Pack Quality, 2. Cleaning, 3. QA Systems, 4. Potential Contamination, 5. Corrective Action

Date: 20/07/2020 10:00

Company Site: Demo Co (Group)

Visibility: Company Users (Company Users with 'view' access can view the meeting.)

Add Attendees: Company Users -- Select -- Can View/Action Add

Attendee	Access	
Steve Jones	Can View/Action	<input type="button" value="Remove"/>
Sally Mitchell	Can View/Action	<input type="button" value="Remove"/>
Tom Stanton	Can View/Action	<input type="button" value="Remove"/>

Add Attachments: Choose file No file chosen (Maximum Size: 5MB)

Choose file No file chosen (Maximum Size: 5MB)

Choose file No file chosen (Maximum Size: 5MB)

Cancel

**Step 3:** Beside each section you have **“Meeting item”** this is where you can fill in your notes of the meeting or an action point that someone will be assigned and can follow up after the meeting.

**Step 4:** Under **“Assigned to”** you can assign any actions needed to a particular person

**Step 5:** You can select a due date & give your action an order or priority

**Step 6:** Once done, click on the plus icon

**Meetings Manager**

**Step 2 of 2: Add Meeting Items** Update / Sort Sections Previous Step

Section	Meeting Item	Assigned To	Due Date	Item Order	
-- N/A --	Enter meeting item details...		Date <input type="text"/>	0	<b>+</b>

Cancel Save Save & Share

**Step 7:** Keep following these steps to add more items during the course of the meeting

**Step 8:** Once done, select *“Save & Share”*

**Meetings Manager**

**Step 2 of 2: Edit Meeting Items** Update / Sort Sections Previous Step

Section	Meeting Item	Assigned To	Due Date	Item Order	
Retail Pack Quality	Meeting Item 1	Steve Jones	22/07/20 - 08:00 AM	0	
Cleaning	Meeting Item 2	Steve Jones	None Specified	0	
QA Systems	Meeting Item 3	Not Specified	None Specified	0	
Potential Contamination	Meeting Item 4	Not Specified	None Specified	0	
Corrective Action	Meeting Item 5	Steve Jones	None Specified	0	
Retail Pack Quality	Enter meeting item details...		Date <input type="text"/>	0	<b>+</b>

Cancel Save Save & Share

**Step 9:** This meeting will now appear as ‘In Progress’ under the Company Meetings tab. Any outstanding tasks assigned to users will appear in their ‘My Tasks’ and reminders will be sent to that users to remind them of outstanding tasks that still need to be complete from the meeting.

News & Statistics | Supplier Approval | Quality Management | Trading & Planning | More | Steve

**Meetings Manager**

Company Meetings | Received Meetings | Activity Overview | Admin

Site: All | Created By: All | Status: All | Visibility: All Filter Clear Filters

Add New Meeting Duplicate Selected Delete Selected

	Title	Date	Created By	Status	Visibility	Meeting Items (Assigned To Me)	
<input type="checkbox"/>	Quality Action Plan	20/07/2020 10:00:00	Steve Jones	In Progress	Company Users	5 (3)	<span>View</span> <span>Update</span>

### 2.3 DUPLICATE MEETING

**Step 1:** To duplicate a meeting highlight the box to the left of the relevant meeting and select *“Duplicate Selected”*. Your meeting has now been duplicated or a copy created. This is useful if the same agenda is being followed in a future meeting. You are then able to delete out previous actions and populate for the next/following week/months meeting.

News & Statistics Supplier Approval Quality Management Trading & Planning More Steve

### Meetings Manager

Company Meetings Received Meetings Activity Overview Admin

Site: All Created By: All Status: All Visibility: All Filter Clear Filters

Add New Meeting Duplicate Selected Delete Selected

<input type="checkbox"/>	Title	Date	Created By	Status	Visibility	Meeting Items (Assigned To Me)	
<input checked="" type="checkbox"/>	Quality Action Plan	20/07/2020 10:00:00	Steve Jones	In Progress	Company Users	5 (3)	<a href="#">View</a> <a href="#">Update</a>
<input type="checkbox"/>	4th Quarterly Internal Review	27/03/2020 09:00:00	Steve Jones	Draft	Attendees Only	0 (0)	<a href="#">View</a> <a href="#">Update</a>
<input type="checkbox"/>	3rd Quarterly Internal Review	20/12/2019 09:00:00	Steve Jones	In Progress	Attendees Only	3 (0)	<a href="#">View</a> <a href="#">Update</a>
<input type="checkbox"/>	2nd Quarterly Internal Review	27/09/2019 09:00:00	Steve Jones	In Progress	Attendees Only	3 (0)	<a href="#">View</a> <a href="#">Update</a>
<input type="checkbox"/>	1st Quarterly Internal Review	28/06/2019 09:00:00	Steve Jones	In Progress	Attendees Only	3 (0)	<a href="#">View</a> <a href="#">Update</a>
<input type="checkbox"/>	QA TEST	17/06/2019 19:00:00	Steve Jones	In Progress	Company Users	1 (0)	<a href="#">View</a> <a href="#">Update</a>

Viewing 6 results | Page 1 of 1 25 50 100 | << first < previous next > last >>

## 2.4 DELETE MEETING

**Step 1:** To delete a meeting highlight the box to the left of the relevant meeting and select **"Delete Selected"**. The selected meeting has now been deleted from the Meeting Notes Manager. Once a meeting has been deleted it cannot be retrieved.

Meetings Manager

Company Meetings Received Meetings Activity Overview Admin

Site: All Created By: All Status: All Visibility: All Filter Clear Filters

Add New Meeting Duplicate Selected Delete Selected

<input type="checkbox"/>	Title	Date	Created By	Status	Visibility	Meeting Items (Assigned To Me)	
<input checked="" type="checkbox"/>	Quality Action Plan	20/07/2020 10:00:00	Steve Jones	In Progress	Company Users	5 (0)	<a href="#">View</a> <a href="#">Update</a>
<input type="checkbox"/>	QA TEST	17/06/2019 19:00:00	Steve Jones	In Progress	Company Users	1 (0)	<a href="#">View</a> <a href="#">Update</a>

Viewing 2 results | Page 1 of 1 25 50 100 | << first < previous next > last >>

## 2.5 VIEW MEETINGS

**Step 1:** The meeting can be viewed at any time. To do this select **"View"** next to the relevant meeting.

News & Statistics Supplier Approval Quality Management Trading & Planning More Steve

### Meetings Manager

Company Meetings Received Meetings Activity Overview Admin

Site: All Created By: All Status: All Visibility: All Filter Clear Filters

Add New Meeting Duplicate Selected Delete Selected

<input type="checkbox"/>	Title	Date	Created By	Status	Visibility	Meeting Items (Assigned To Me)	
<input type="checkbox"/>	Quality Action Plan	20/07/2020 10:00:00	Steve Jones	Draft	Company Users	5 (0)	<a href="#">View</a> <a href="#">Update</a>

Viewing 6 results | Page 1 of 1 25 50 100 | << first < previous next > last >>

**Step 2:** A second window will appear. This will show the meeting details and allow you to edit the meeting, export the meeting to a PDF and show update history for the meeting.

Buttons: Show Updates History | Export to PDF | Edit Meeting | **Close Meeting**

### Meeting - Quality Action Plan

Overview/Agenda	1. Retail Pack Quality 2. Cleaning 3. QA Systems 4. Potential Contamination 5. Corrective Action
Attendees	Steve Jones, Sally Mitchell, Tom Stanton
Date	20/07/2020 10:00:00
Status	In Progress
Visibility	Company Users

Updates History <span style="float: right;">Delete Selected</span>		
Date	Update By	Update Description
<input type="checkbox"/> 20/07/2020 05:34:43	Eric Knowles	Created Meeting
<input type="checkbox"/> 17/07/2020 05:46:40	Steve Jones	Created Meeting
<input type="checkbox"/> 17/07/2020 05:42:04	Steve Jones	Shared Meeting with attendees/assigned users
<input type="checkbox"/> 17/07/2020 04:29:21	Steve Jones	Created Meeting

### 3. RECEIVED MEETINGS

#### 3.1 VIEWING MEETING

**Step 1:** Meetings that have been shared with a user (invited attendees) will appear in the 'My Tasks' when logged into Foods Connected.

The screenshot shows a dashboard with a top navigation bar containing: News & Statistics, Supplier Approval, Quality Management, Trading & Planning, More, and Tom. Below the navigation bar is a 'Home' section with 'Latest News' and 'My Tasks'. The 'My Tasks' section is highlighted with a red box and shows 7 outstanding tasks. The first two tasks are: 'Eric Knowles shared a Meeting with you' and 'Steve Jones shared a Meeting with you'. Below these are three tasks: 'Steve Jones assigned an Internal Check Issue to you'.

**Step 2:** Meeting items/actions assigned to a user will appear in the 'My Tasks' section and also in the Received Meetings tab.

**Step 3:** Meeting Items assigned to you will appear in brackets next to the relevant Meeting. To view the meeting select **“View”**

News & Statistics | Supplier Approval | Quality Management | Trading & Planning | More | Tom

### Meetings Manager

Company Meetings | **Received Meetings** | Activity Overview | Admin

Site: All | Created By: All | Status: All | Visibility: All | Filter | Clear Filters

Title	Date	Created By	Status	Visibility	Meeting Items (Assigned To Me)	
Quality Action Plan	20/07/2020 10:00:00	Eric Knowles	In Progress	Company Users	5 (1)	<b>View</b>   Update

### 3.2 COMMENT

**Step 1:** You can comment or add an attachment to the meeting item by clicking on the comment box icon

Hide Updates History | Export to PDF | Edit Meeting | **Close Meeting**

#### Meeting - Quality Action Plan

**Overview/Agenda**  
1. Retail Pack Quality  
2. Cleaning  
3. QA Systems  
4. Potential Contamination  
5. Corrective Action

**Attendees**: Steve Jones, Sally Mitchell, Tom Stanton  
**Date**: 20/07/2020 10:00:00  
**Status**: In Progress  
**Visibility**: Company Users

#### Meeting Items

Section	Meeting Item	Assigned To	Due Date	
Retail Pack Quality	Meeting Item 1	Steve Jones, Steve Jones, Steve Jones, Steve Jones	22/07/20 08:00	✓ [Comment: 0] [Attach]
Cleaning	Meeting Item 2	Steve Jones, Steve Jones, Steve Jones, Steve Jones	Not Specified	✓ [Comment: 0] [Attach]
QA Systems	Meeting Item 3	Tom Stanton	23/07/20 13:30	✓ [Comment: 0] [Attach]
Potential Contamination	Meeting Item 4	Not Specified	Not Specified	✓ [Comment: 0] [Attach]
Corrective Action	Meeting Item 5	Steve Jones, Steve Jones, Steve Jones, Steve Jones	Not Specified	✓ [Comment: 0] [Attach]

**Step 2:** The comments and history tab will give a history of comments made on that meeting.

#### Meeting Item Comments

Comments | Updates History | Add Comment

Date	User	Comment
There are currently no comments for this meeting item...		

Close

Comments | **Updates History** | Add Comment

Date	User	Action
There are currently no updates history for this meeting item...		

Close

**Step 3:** To add a comment select the “Add Comment” tab, insert comment, and any relevant attachments.

### 3.3 EDITING AND COMPLETING A MEETING ITEM

**Step 1:** Edit the meeting item by clicking on the “Edit” button beside that meeting item.

Section	Meeting Item	Assigned To	Due Date	
Retail Pack Quality	Meeting Item 1	Steve Jones, Steve Jones, Steve Jones, Steve Jones	22/07/20 08:00	✓ [Comment] [Share]
Cleaning	Meeting Item 2	Steve Jones, Steve Jones, Steve Jones, Steve Jones	Not Specified	✓ [Comment] [Share]
QA Systems	Meeting Item 3	Tom Stanton	23/07/20 13:30	✓ [Comment] [Share]
Potential Contamination	Meeting Item 4	Not Specified	Not Specified	✓ [Comment] [Share]
Corrective Action	Meeting Item 5	Steve Jones, Steve Jones, Steve Jones, Steve Jones	Not Specified	✓ [Comment] [Share]

**Step 2:** Once there, you can change the section name, meeting item, assigned to, dates & status.

**Step 3:** When the tasks has been completed select **“Complete”**. Once done click, **“Save meeting item”**

### Edit Meeting Item ✕

**Section** QA Systems ▼

**Meeting Item** Meeting Item 3

**Assigned To** Tom Stanton - Demo Co ✕

**Due Date** 23/07/2020 📅 13:30

**Status**  Not Complete  Complete

Close Save Meeting Item

Step 4: You are also able to complete tasks by selecting the *“Mark As Complete”* button to the right of the assigned task. This will have updated your meeting item for that meeting.

Hide Updates History | Export to PDF | Edit Meeting | **Close Meeting**

#### Meeting - Quality Action Plan

**Overview/Agenda**  
1. Retail Pack Quality  
2. Cleaning  
3. QA Systems  
4. Potential Contamination  
5. Corrective Action

**Attendees** Steve Jones, Sally Mitchell, Tom Stanton

**Date** 20/07/2020 10:00:00

**Status** In Progress

**Visibility** Company Users

#### Meeting Items

Section	Meeting Item	Assigned To	Due Date		
Retail Pack Quality	Meeting Item 1	Steve Jones, Steve Jones, Steve Jones, Steve Jones	22/07/20 08:00	<input checked="" type="checkbox"/>	<span>🗨️ 0</span> <span>📎</span>
Cleaning	Meeting Item 2	Steve Jones, Steve Jones, Steve Jones, Steve Jones	Not Specified	<input checked="" type="checkbox"/>	<span>🗨️ 0</span> <span>📎</span>
QA Systems	Meeting Item 3	Tom Stanton	23/07/20 13:30	<input checked="" type="checkbox"/>	<span>🗨️ 0</span> <span>📎</span>
Potential Contamination	Meeting Item 4	Not Specified	Not Specified	<input checked="" type="checkbox"/>	<span>🗨️ 0</span> <span>📎</span>
Corrective Action	Meeting Item 5	Steve Jones, Steve Jones, Steve Jones, Steve Jones	Not Specified	<input checked="" type="checkbox"/>	<span>🗨️ 0</span> <span>📎</span>

### Complete Meeting Item ✕

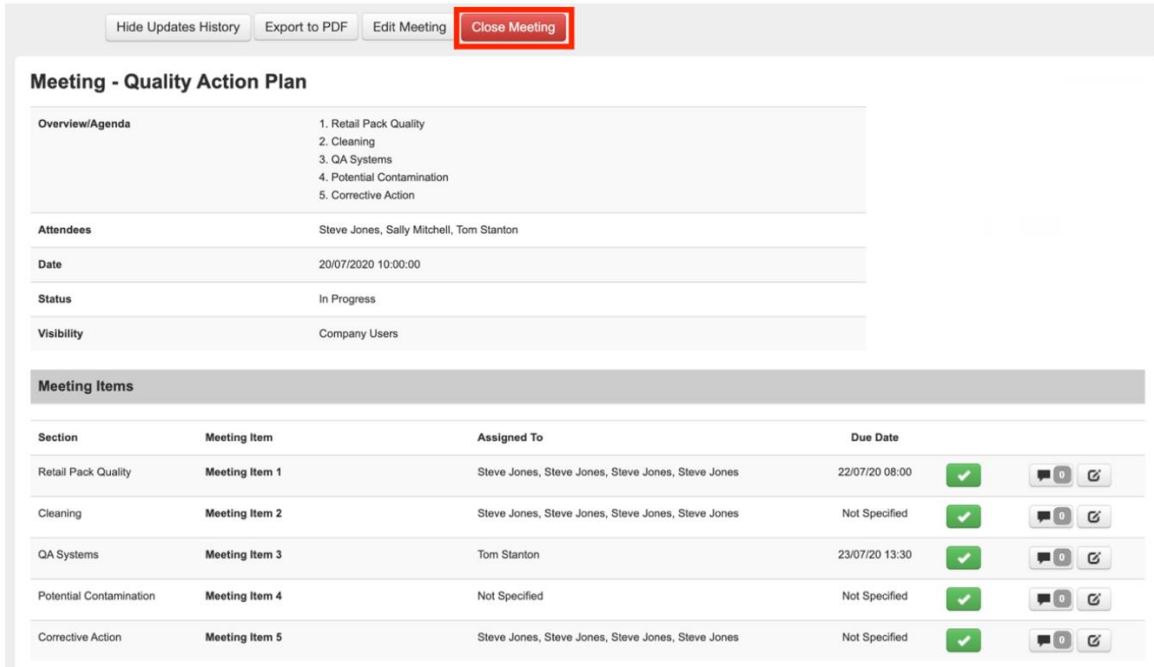
**Notify Attendees** Add Comment (Optional) Attach File (Optional)

<input type="checkbox"/>	Attendee
<input type="checkbox"/>	Tom Stanton - Demo Co
<input type="checkbox"/>	Sally Mitchell - Demo Co
<input type="checkbox"/>	Steve Jones - Demo Co

Cancel Complete Item

## 3.4 CLOSE MEETING

**Step 1:** If you are happy that the meeting is done & all tasks are complete, select **“Close Meeting”**



Meeting - Quality Action Plan

Overview/Agenda: 1. Retail Pack Quality, 2. Cleaning, 3. QA Systems, 4. Potential Contamination, 5. Corrective Action

Attendees: Steve Jones, Sally Mitchell, Tom Stanton

Date: 20/07/2020 10:00:00

Status: In Progress

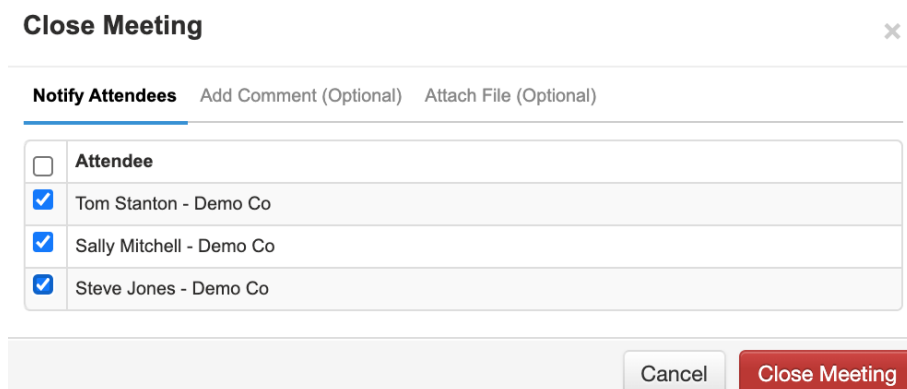
Visibility: Company Users

Section	Meeting Item	Assigned To	Due Date		
Retail Pack Quality	Meeting Item 1	Steve Jones, Steve Jones, Steve Jones, Steve Jones	22/07/20 08:00	✓	0
Cleaning	Meeting Item 2	Steve Jones, Steve Jones, Steve Jones, Steve Jones	Not Specified	✓	0
QA Systems	Meeting Item 3	Tom Stanton	23/07/20 13:30	✓	0
Potential Contamination	Meeting Item 4	Not Specified	Not Specified	✓	0
Corrective Action	Meeting Item 5	Steve Jones, Steve Jones, Steve Jones, Steve Jones	Not Specified	✓	0

**Step 2:** The select to notify your attendees

**Step 3:** You can also add a comment and attach any relevant files

**Step 4:** Once done, select **“Close meeting”**



**Close Meeting** ×

**Notify Attendees** Add Comment (Optional) Attach File (Optional)

Attendee
<input type="checkbox"/> Attendee
<input checked="" type="checkbox"/> Tom Stanton - Demo Co
<input checked="" type="checkbox"/> Sally Mitchell - Demo Co
<input checked="" type="checkbox"/> Steve Jones - Demo Co

Cancel Close Meeting

## 4. ACTIVITY OVERVIEW

This give you an overall view of any activity taken in the Meeting Notes Manager

**Step 1:** A list of all activity on meetings is recorded here. To view the relevant meeting select the *“View Meeting”* button to the right.

Date	User	Meeting	Activity	
20/07/2020 07:31:25	Eric Knowles	Quality Action Plan	Shared Meeting with attendees/assigned users	
17/07/2020 05:42:04	Steve Jones	Quality Action Plan	Shared Meeting with attendees/assigned users	
17/07/2020 04:29:21	Steve Jones	Quality Action Plan	Created Meeting	

## 5. ADMIN

Let’s you set & manage what level of access each of your employees has for the meetings manager.

**Step 1:** Simply tick the boxes for the level of access you wish to permit. You are able to ‘Show All Users’ or ‘Show Only Users with Permissions’.

**Step 2:** Select *“Save Settings”* when all permissions have been updated.

Permissions

Set what level of access each of your employees has for the meetings manager.

You are currently registered with 10 users. Only the first 10 users that you assign roles will be able to gain access. Please contact [info@foodsconnected.com](mailto:info@foodsconnected.com) if you would like to extend the number of user licenses.

Show Only Users With Permissions

		Select All	Select All	Select All	Select All
Steve Jones	Group	<input type="checkbox"/> View	<input checked="" type="checkbox"/> Create	<input checked="" type="checkbox"/> View All Sites	<input checked="" type="checkbox"/> Admin
Eric Knowles	Group	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Create	<input type="checkbox"/> View All Sites	<input checked="" type="checkbox"/> Admin
Tom Stanton	Group	<input type="checkbox"/> View	<input checked="" type="checkbox"/> Create	<input type="checkbox"/> View All Sites	<input checked="" type="checkbox"/> Admin
Tina Mead	Group	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Create	<input type="checkbox"/> View All Sites	<input checked="" type="checkbox"/> Admin
Sally Mitchell	Group	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Create	<input type="checkbox"/> View All Sites	<input checked="" type="checkbox"/> Admin
Eugene Delacroix	Group	<input checked="" type="checkbox"/> View	<input type="checkbox"/> Create	<input type="checkbox"/> View All Sites	<input type="checkbox"/> Admin
Lauren Bush	Factory 1	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Create	<input type="checkbox"/> View All Sites	<input checked="" type="checkbox"/> Admin
Mark Ritchie	Factory 1	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Create	<input type="checkbox"/> View All Sites	<input checked="" type="checkbox"/> Admin
Jim Owen	Factory 2	<input checked="" type="checkbox"/> View	<input type="checkbox"/> Create	<input type="checkbox"/> View All Sites	<input type="checkbox"/> Admin
Michelle Campbell	Factory 2	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Create	<input type="checkbox"/> View All Sites	<input checked="" type="checkbox"/> Admin

Select Language Save Settings