

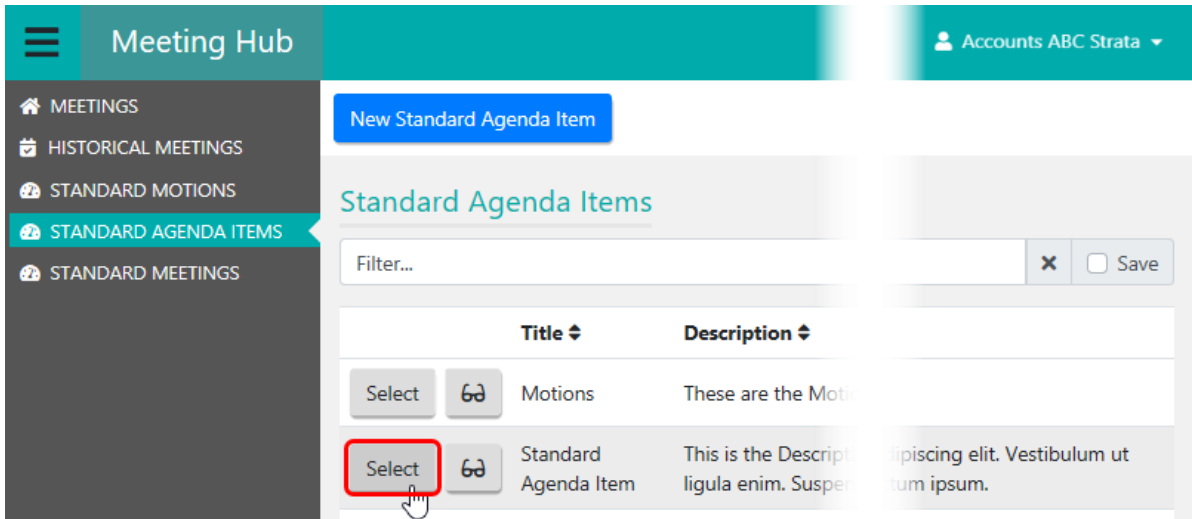
Editing Standard Agenda Items

Last Modified on 03/04/2020 3:45 pm AEST

If a *Standard Agenda Item* needs to be changed for any reason, it can be edited.

Any changes made to a *Standard Agenda Item* will only affect existing and new *Standard Meetings* - it doesn't affect existing Meetings.

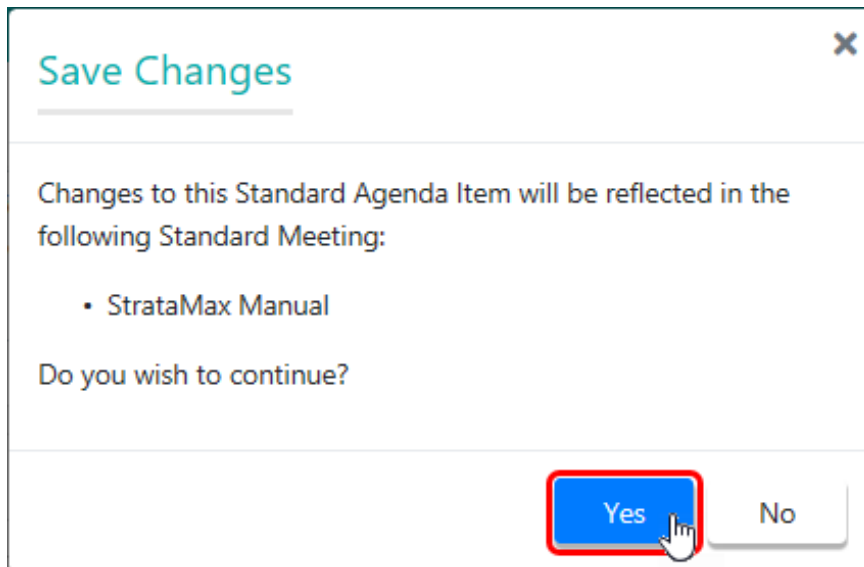
1. Click the *STANDARD AGENDA ITEMS* menu in the Navigation Pane.
2. Click the *Select* button on the *Standard Agenda Item* that needs changing.



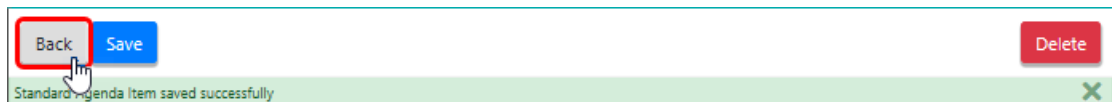
The screenshot shows the 'Meeting Hub' interface. On the left is a navigation pane with options: MEETINGS, HISTORICAL MEETINGS, STANDARD MOTIONS, STANDARD AGENDA ITEMS (highlighted), and STANDARD MEETINGS. The main content area is titled 'Standard Agenda Items' and includes a 'New Standard Agenda Item' button, a 'Filter...' search box, and a 'Save' button. Below these is a table with columns 'Title' and 'Description'. The table contains two rows: 'Motions' and 'Standard Agenda Item'. The 'Select' button for the 'Standard Agenda Item' row is highlighted with a red box and a mouse cursor.

	Title	Description
Select	Motions	These are the Moti...
Select	Standard Agenda Item	This is the Descript... ligula enim. Susper... tum ipsum.

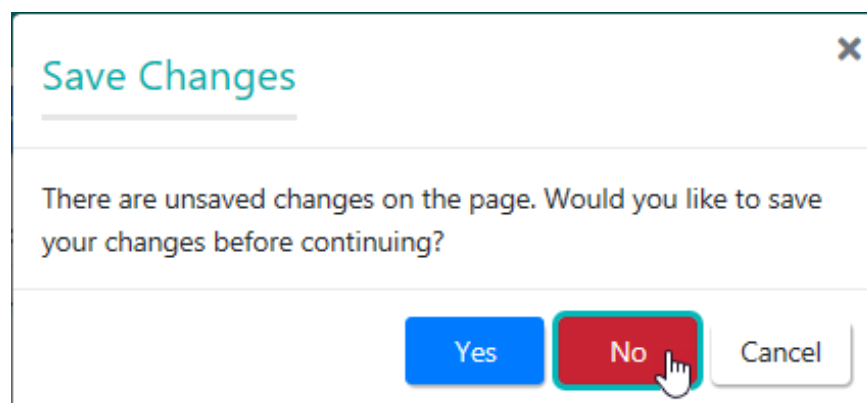
3. Make any necessary changes, click the *Save* button.
4. If this *Standard Agenda Item* is part of an existing Standard Meeting, a *Save Changes* pop-up will appear, asking to confirm the change.



- If the changes are OK to be applied to the existing *Standard Meetings*, click the *Yes* button. The green notification bar will appear, so click the *Back* button to return to the *STANDARD AGENDA ITEMS* menu.

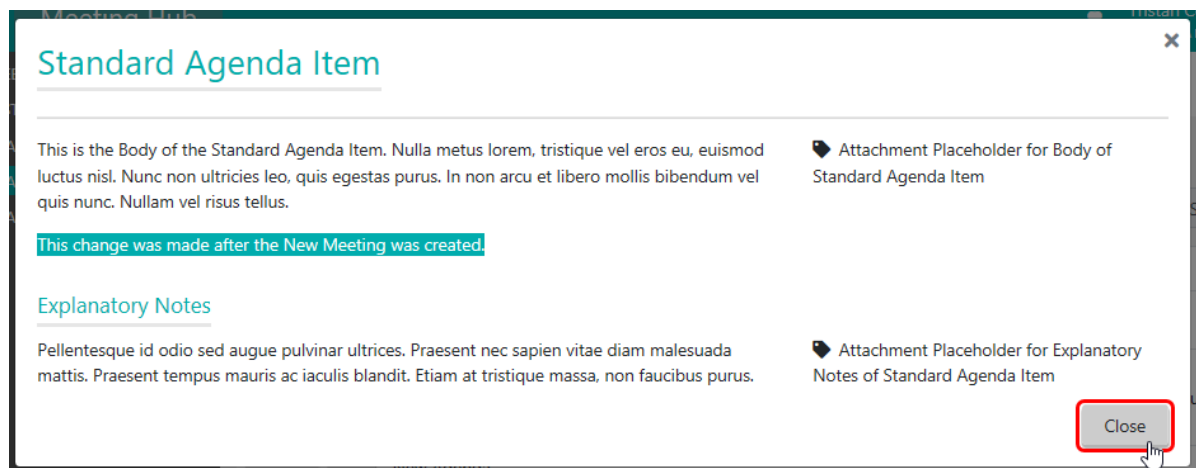
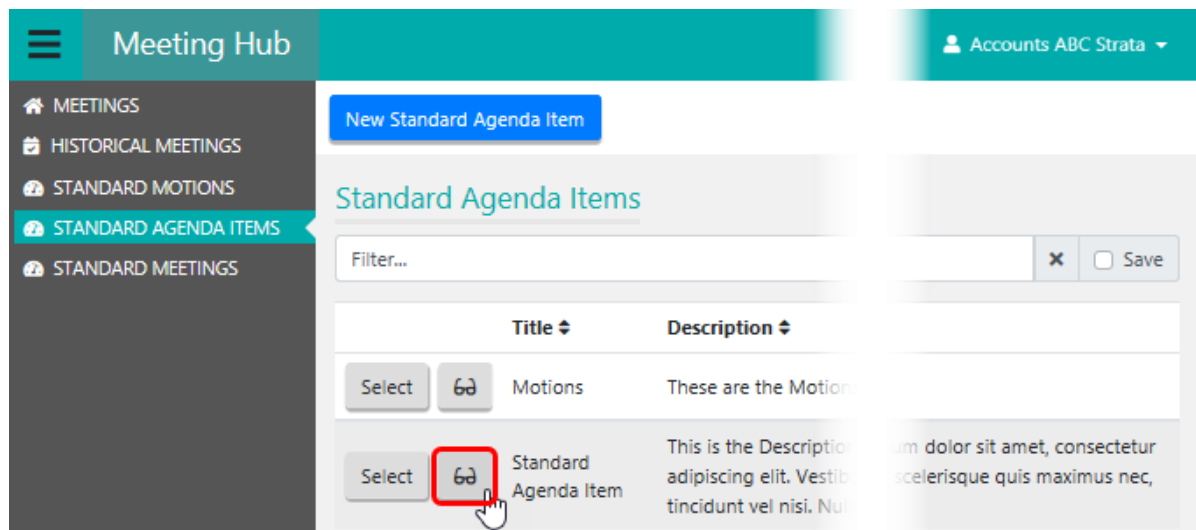


- If you don't want to apply the changes to the existing *Standard Meetings*, click the *No* button, which will close the pop-up. To return to the *STANDARD AGENDA ITEMS* menu, you must click the *Back* button without clicking the *Save* button. Then when prompted to save the changes, you will have to click the *No* button, as clicking *Yes* will display the previous pop-up again.



5. Back in the *STANDARD AGENDA ITEMS* menu, you can click the *Preview* (glasses)

button to see how changes look in the edited *Standard Agenda Item*.



6. Click the *Close* button to close the preview and return to the *STANDARD AGENDA ITEMS* menu.