

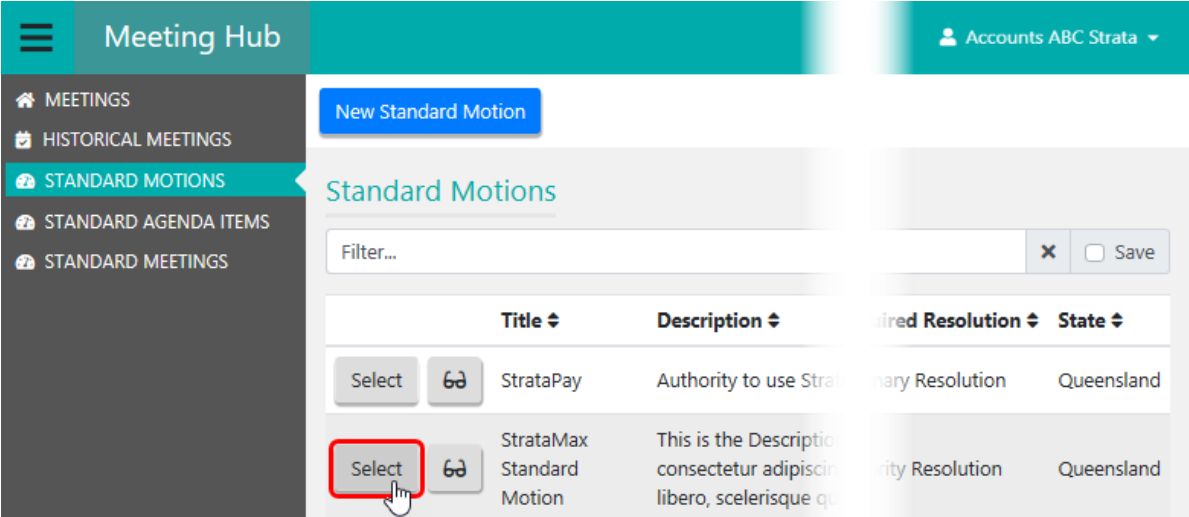
Editing Standard Motions

Last Modified on 03/04/2020 3:48 pm AEST

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

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

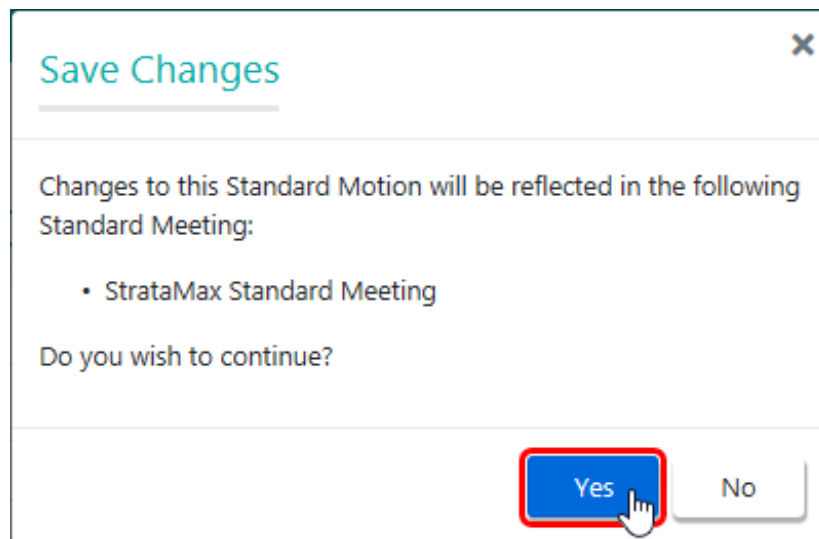
1. Click the *STANDARD MOTIONS* menu in the *Navigation Pane*.
2. Click the *Select* button on the *Standard Motion* that needs changing.



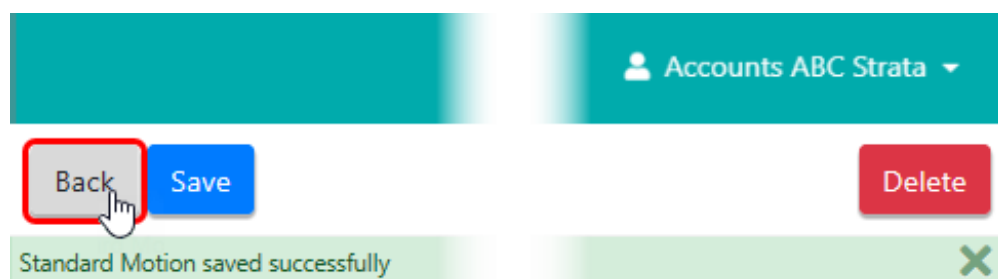
The screenshot shows the Meeting Hub interface. On the left is a navigation pane with options: MEETINGS, HISTORICAL MEETINGS, STANDARD MOTIONS (highlighted), STANDARD AGENDA ITEMS, and STANDARD MEETINGS. The main content area is titled 'Standard Motions' and features a 'New Standard Motion' button, a search filter, and a table of motions. The table has columns for Title, Description, Required Resolution, and State. Two rows are visible: 'StrataPay' and 'StrataMax Standard Motion'. The 'Select' button for the 'StrataMax Standard Motion' row is highlighted with a red box and a mouse cursor.

	Title	Description	Required Resolution	State
Select	StrataPay	Authority to use Strata	Primary Resolution	Queensland
Select	StrataMax Standard Motion	This is the Description consectetur adipiscing libero, scelerisque qu	Priority Resolution	Queensland

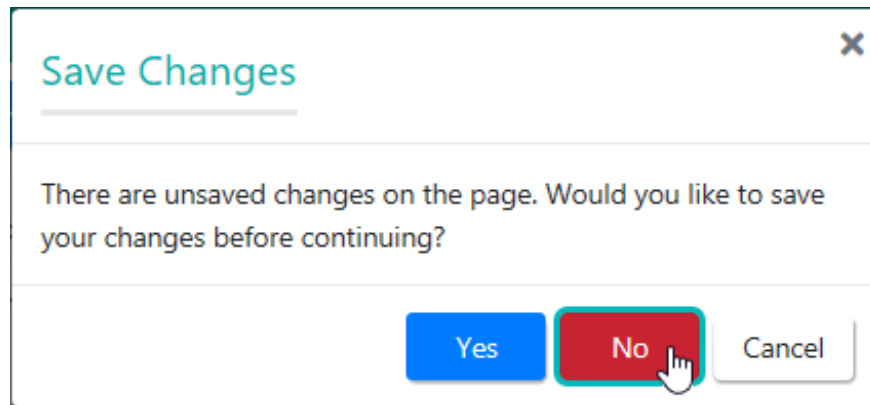
3. Make any necessary changes, click the *Save* button.
4. If this *Standard Motion* is part of an existing Standard Meeting, a *Save Changes* pop-up will appear, asking to confirm the change.



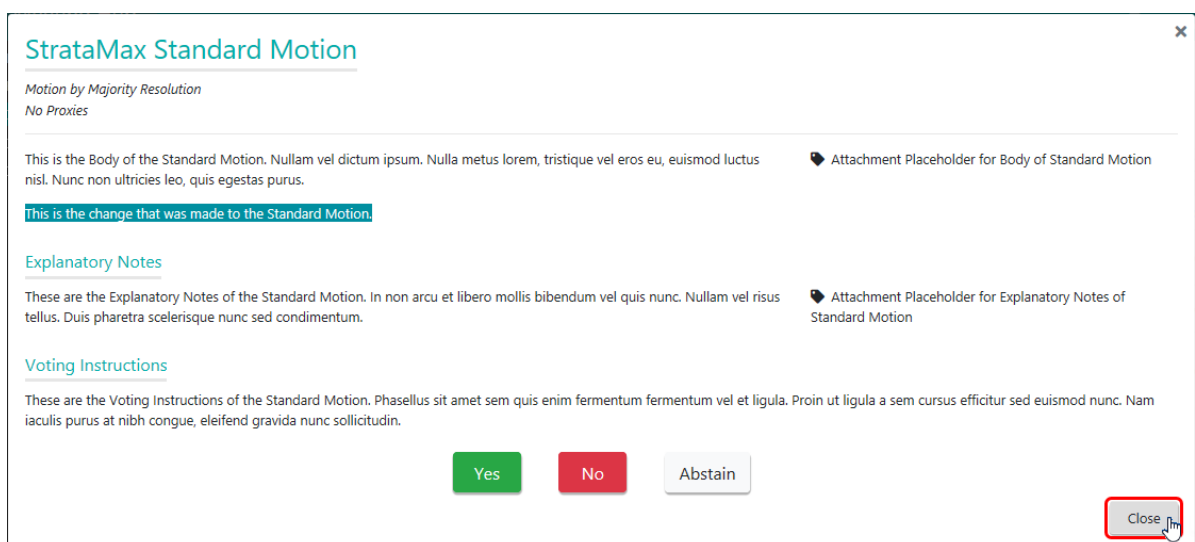
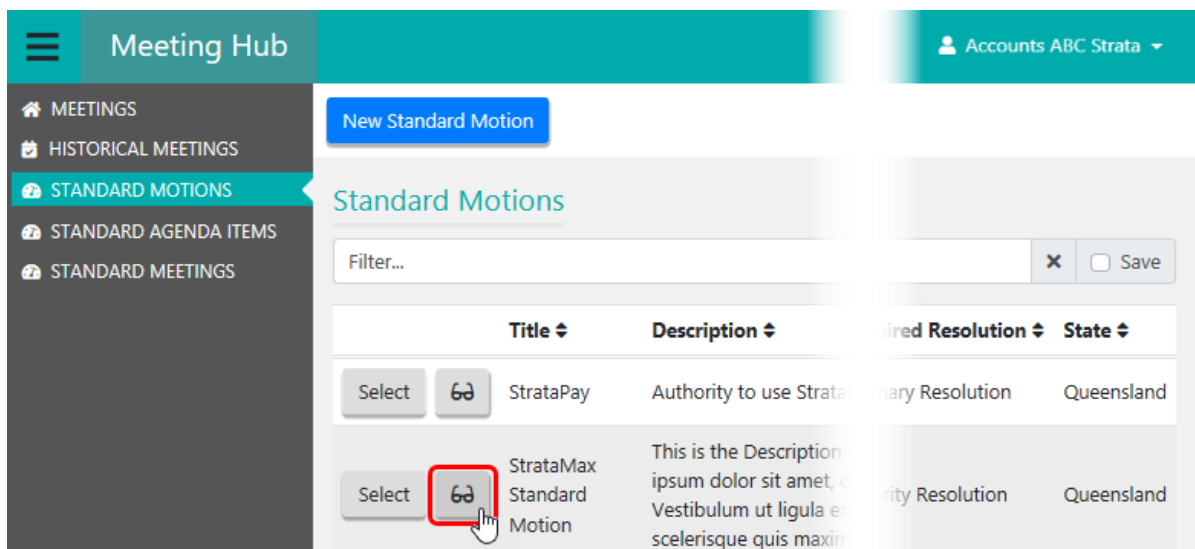
- If the changes are OK to be applied to the existing *Standard Meetings*, click the *Yes* button. The green notification bar will appear, so click the *Back* button to return to the *STANDARD MOTIONS* menu.



- 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 MOTIONS* 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 MOTIONS* menu, you can click the *Preview* (glasses) button to see how changes look in the edited *Standard Motion*.



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

MOTIONS menu.