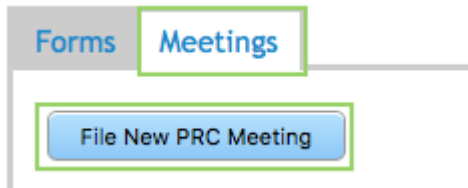


This feature allows for notes from **Local PRC Committee** meetings to be tracked. Forms discussed at meetings can be attached to meeting documentation.

To document **PRC Meetings**, click on the **Meetings** tab and then click on **File New PRC Meeting**.



The **New PRC Meeting** screen will open. Complete the fields to document the meeting. Forms discussed in the meeting can also be attached to the documentation for future reference. At the bottom of the notes is Discussed Forms, enter the form's **Assigned Number** and click on **Add Form**. The Form will be attached. There is a **Trash Can** beside the form number in case the incorrect form is attached or the Form is no longer required. Click on **Save** to save the documentation.

## 780 PRC Forms

Forms Meetings

PRC Meeting on 05/02/2018 successfully created.

File New PRC Meeting

Show PRC Committee Report

Detail List All Search

### Editing PRC Meeting 05/02/2018

Meeting Date

Agenda


Mintues

Notes

Keywords

Discussed Forms

Add Form



Save

Back at the **Meeting** tab there will be a note that the meeting record was created successfully. All meetings will then show in chronological order. Click on the **Detail** to see the summary of the meeting and forms attached.

## 780 PRC Forms

Forms Meetings

PRC Meeting on 05/02/2018 successfully created.


File New PRC Meeting

Show PRC Committee Report

Detail List All Search

PRC Meetings since November 02, 2017

Show 10 entries from found set Filter:

	Meeting Date	Discussed Forms
<a href="#">Detail</a> 	05/02/2018	

Click on the **Pencil** to go back into the documentation of the meeting to make modifications.

## 780 PRC Forms

Forms Meetings

PRC Meeting on 05/02/2018 successfully created.


File New PRC Meeting

Show PRC Committee Report

Detail List All Search

PRC Meetings since November 02, 2017

Show 10 entries from found set Filter:

	Meeting Date	Discussed Forms
<a href="#">Detail</a> 	05/02/2018	

## Editing PRC Meeting 05/02/2018

Meeting Date

Agenda

Mintues

Notes

Keywords

Discussed Forms **780-**

780-2018-0001 