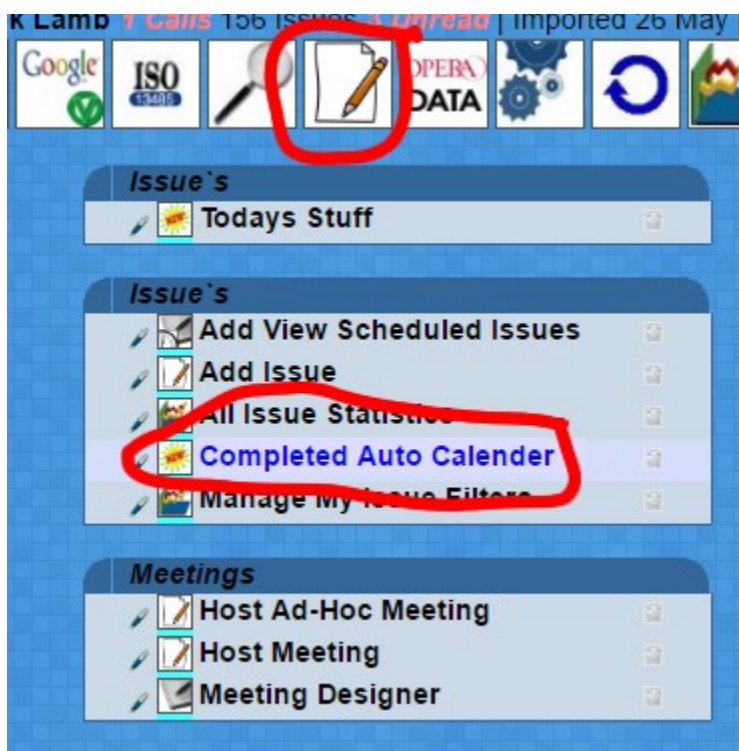


Complete Auto_calender Issues



Meetings -> Completed Auto Calender Issues.

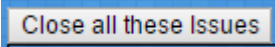
Close all these Issues			
#71760 VIAMED Management Meeting	Cheques To Bank (432) System Generated Task To be Completed 20 May 2016 Helen Lamb done 20 May 2016 Helen Lamb	done	CLOSE Issue ✓
#71762 VIAMED Management Meeting	Delivered Not Invoiced Report (449) System Generated Task To be Completed 20 May 2016 Helen Lamb done and corrected 20 May 2016 Helen Lamb	done and corrected	CLOSE Issue ✓
#71779 VIAMED Management Meeting	Domain Name Management (510) System Generated Task To be Completed Loginto Hotchilli can check for outstanding Invoiced check for domains going out of date url: totalcontrol.hotchilli.net/index.hot pass bx3670 20 May 2016 Derek Lamb Done, Also added procedure of how 2 and linked to roles 20 May 2016 Derek Lamb	Done, Also added procedure of how 2 and linked to roles	CLOSE Issue ✓

You will be presented with a list of completed Auto Issues
 First column Issue number and Meeting attached to
 Second column the whole Issue
 Third column is the final notes in the completion notes.

In most cases this simply states 'Done'

The forth column is pre-ticked close button.

Scoll down the list and identifiy any problems which the user may have had while complting the task.
UN-tick any with outstanding issues.

Scoll back to the top of the list and Click 

Go back into the list and you can now deal with any Issues remaining.

Either deal with the problem add to the issue notes in the normal way, or if its a longer term problem create a related issue and proceed.

Once all Issues are dealt with you can then go back in and close them all off.