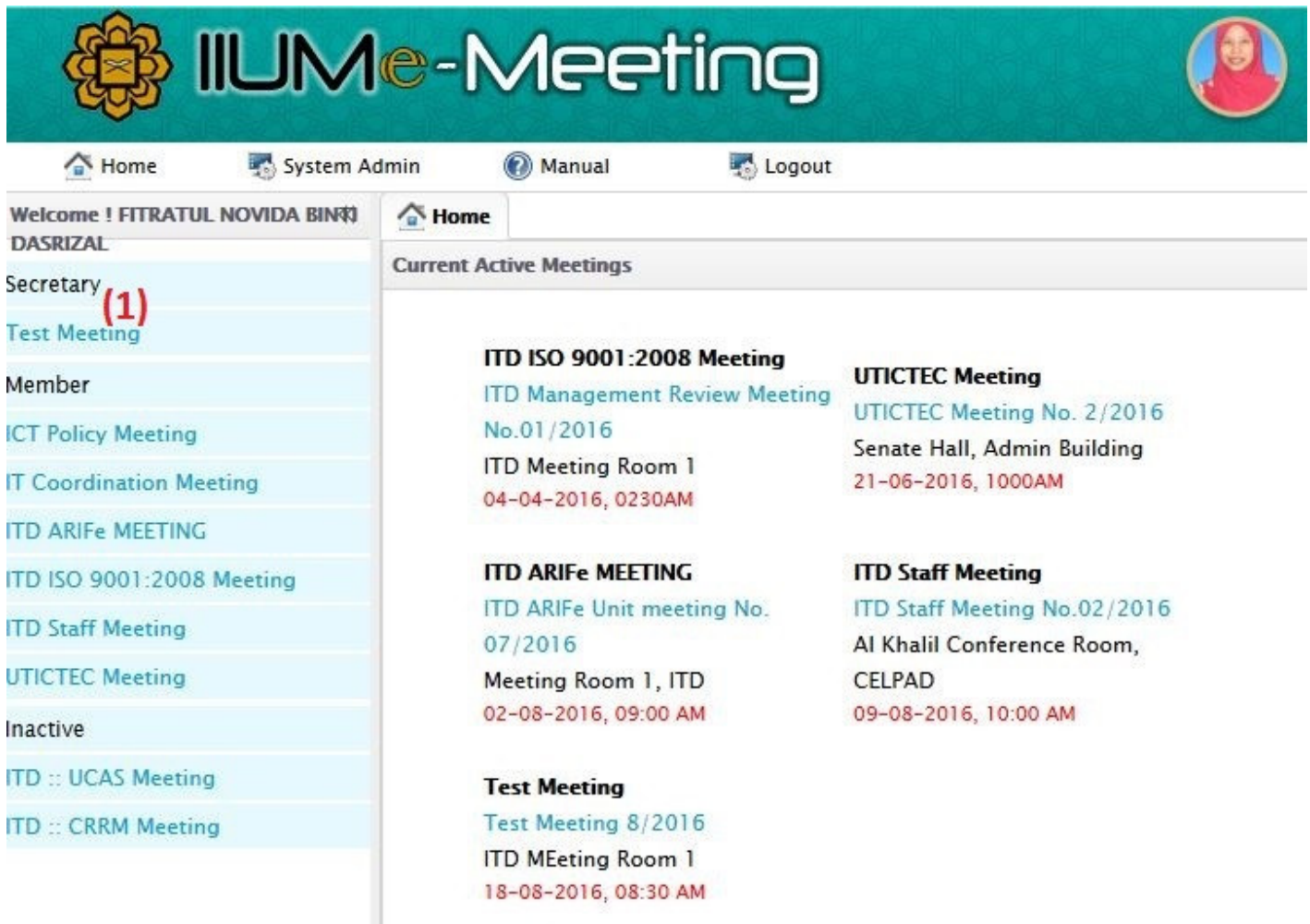


View Previous Meeting

For a new member and secretary they may want to see previous meeting. The steps as below.

1. Click group meeting name on the left frame



The screenshot displays the IIUM e-Meeting web application. The header features the IIUM logo and the text 'IIUM e-Meeting'. Below the header, there are navigation links: Home, System Admin, Manual, and Logout. The main content area is divided into two sections. On the left, a sidebar lists various meeting categories: Secretary (1), Test Meeting, Member, ICT Policy Meeting, IT Coordination Meeting, ITD ARIFe MEETING, ITD ISO 9001:2008 Meeting, ITD Staff Meeting, UTICTEC Meeting, Inactive, ITD :: UCAS Meeting, and ITD :: CRRM Meeting. The right section, titled 'Current Active Meetings', lists several ongoing meetings with their details:

Meeting Name	Details
ITD ISO 9001:2008 Meeting	ITD Management Review Meeting No.01/2016 ITD Meeting Room 1 04-04-2016, 0230AM
UTICTEC Meeting	UTICTEC Meeting No. 2/2016 Senate Hall, Admin Building 21-06-2016, 1000AM
ITD ARIFe MEETING	ITD ARIFe Unit meeting No. 07/2016 Meeting Room 1, ITD 02-08-2016, 09:00 AM
ITD Staff Meeting	ITD Staff Meeting No.02/2016 Al Khalil Conference Room, CELPAD 09-08-2016, 10:00 AM
Test Meeting	Test Meeting 8/2016 ITD MEeting Room 1 18-08-2016, 08:30 AM

2. Click Manage Meeting Privileges
3. Find the member by fill in the empty box
4. Click the member name
5. On the right, view meeting list. Click meeting names
6. Click button Assign Privileges to allow member view the meetings



Manage Meeting Privileges : Test Meeting

Member List

	Staff No	Staff Name ▲	Role
	6496	(3)	
1	6496	IDA HARYATI BINTI ABU HASAN	(4) Member

Meeting List

[✖ Revoke Privileges](#) [✔ Assign Privilege](#) (6)

	Meeting	Date	Access Privi	
1	Test Meeting 8/2016	18/08/2016	No	✓
2	Testing Meeting 10	22/06/2016	No	✓
3	Test Meeting 15/06/2016	15/06/2016	No	✓ (5)
4	Test Meeting status	14/06/2016	No	✓
5	Test Meeting 25/05/2016 Sesi P	25/05/2016	No	✓
6	Test Meeting 25/05/2016	25/05/2016	Yes	
7	Test Meeting 240516	24/05/2016	Yes	
8	Test Meeting Terbaru	18/05/2016	No	
9	Test Meeting 100516	10/05/2016	No	
10	Test Meeting 090516	09/05/2016	No	
11	Test Meeting adjourn	10/03/2016	Yes	

Revision #1

Created Tue, Oct 27, 2020 10:02 AM by FITRATUL NOVIDA BINTI DASRIZAL

Updated Wed, Dec 9, 2020 11:26 AM by FITRATUL NOVIDA BINTI DASRIZAL