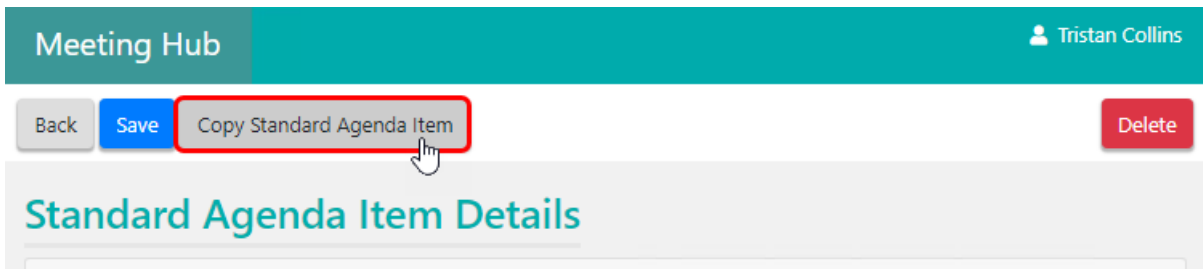


# Copying Standard Agenda Items

Last Modified on 25/01/2024 3:16 pm AEST

In order to copy a new Standard Agenda Item:

1. Open Meeting Hub and click the **STANDARD AGENDA ITEMS** menu in the *Navigation Pane*.
2. Locate and select the *Standard Agenda Item* that needs to be copied.
3. Click the *Copy Standard Agenda Item* button.



4. The new *Standard Agenda Item* will present itself immediately on screen.

## Title

The title is mandatory, and can act as a heading for *Standard Agenda Groups*.

## Description

A description of the purpose of the agenda item, or the scenario where the agenda item should be included in a meeting. This description is for internal use only.

## Body

The content of the agenda item, which will be displayed for owners in VoteMax, but not in the meeting notice. *StrataMax Merge Fields* may be added to the content, which will insert StrataMax data when the meeting notice or meeting minutes is generated.

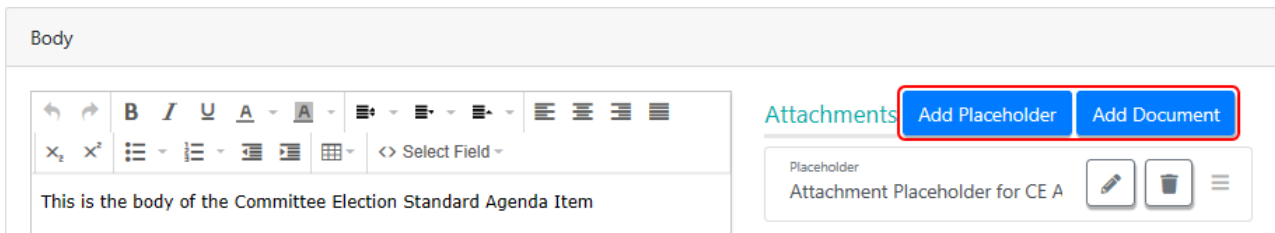
## Attachment Placeholders

*Attachment Placeholders* will prompt the user to add an attachment when this *Agenda Item* is used in a *Meeting*. To add an Attachment Placeholder:

1. Click the *Add Placeholder* button
2. Type the description into the field, then click *Ok*.

## Documents

Document attachments can also be added to *Standard Agenda Items* to provide additional information.



1. Click the *Add Document* button.
2. When the DocMax screen appears, locate the document, and click the *Select* button.

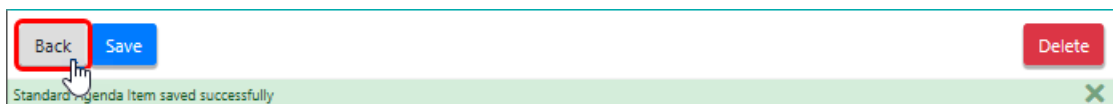
## Explanatory Notes

The content of any explanatory notes that are applicable to the agenda item, which will be displayed for owners in VoteMax, but not in the meeting notice. *StrataMax Merge Fields* may be added to the content, which will insert StrataMax data when the meeting Notice or meeting Minutes are generated.

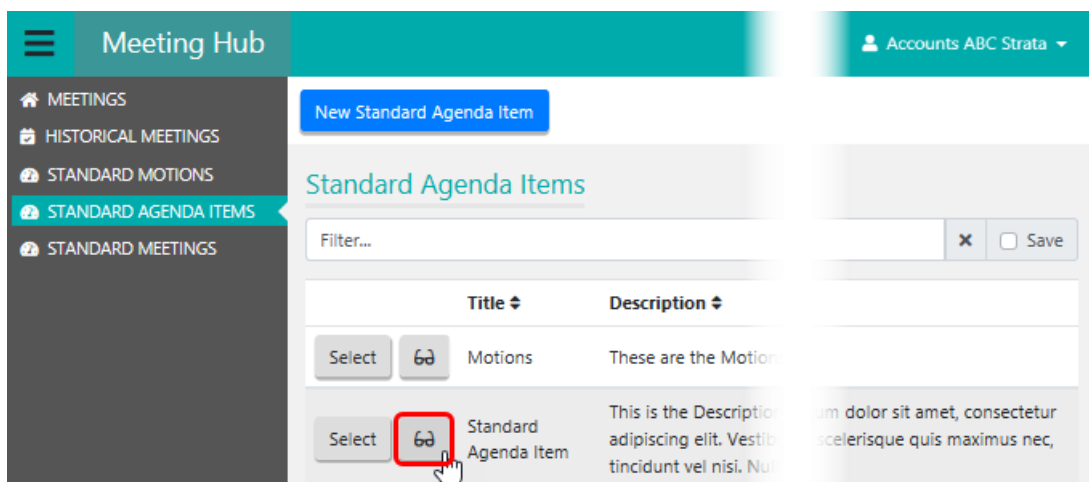
## Attachment Placeholders for the Explanatory Notes

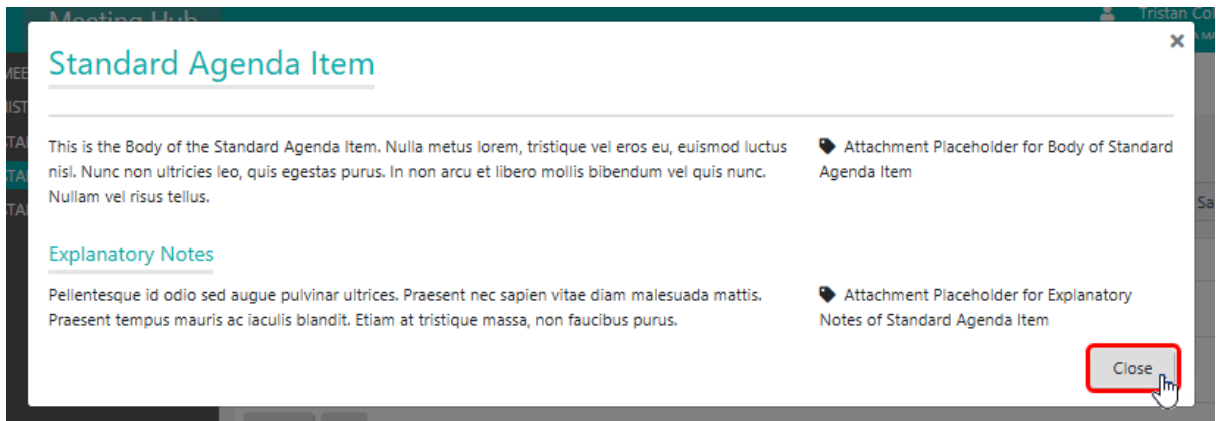
Document attachments can be added in addition to, or in place of, the explanatory notes for an *Agenda Item*. If a document attachment for the explanatory note is expected to be added to *Agenda Items* based on this *Standard Agenda Item*, then adding an attachment placeholder will prompt the strata manager when this *Standard Agenda Item* is added to a *Meeting*.

4. Once all items are edited and populated with the necessary information, click the *Save* button (note the green notification bar) then click the *Back* button.



5. Back in the *STANDARD AGENDA ITEMS* menu, you can click the *Preview* (glasses) button to see how your new *Standard Agenda Item* will look to owners in VoteMax





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