USER MANUAL

The Institute of company Secretaries of India
Table of Contents

The Institute of company Secretaries of India ................................................................. 3
User Module .................................................................................................................. 3
Login Screen .................................................................................................................. 3
Agenda ........................................................................................................................... 5
  A.1 Open Agenda ......................................................................................................... 6
  A.2 Send Item Details .................................................................................................. 8
  A.2.1 ............................................................................................................................ 9
The Institute of company Secretaries of India

User Module

Login Screen

The login screen will appear as shown below:

![Login Screen]

Fig. 1

Login screen provides a facility to enter User Name and Password and Captcha. Enter your User name and Password provided by “The Institute of company Secretaries of India” and click on submit button.
After logging in, you will be redirected to the following screen:

Fig. 2

There are one modules:

- **Agendas**

  This is the module where council member works on Agenda, ATR and Minutes and also communicate to any other member of Meeting.
Agenda
When user click on above icon labeled as AGENDAS, the following screen comes into picture.

This is home screen for council members. This screen will used for open assigned Agendas, view and search documents.

This page will show agendas on calendar and graph of Open, Closed and Archive agenda.
4.1 Open Agenda

When user click on Open Agenda menu as shown in Fig. 3, following screen will show as.

Using above screen member can click on any row to open labeled meeting.
When user open any of assign agenda the following screen will show.

This block present short info. About agenda

Click here to see what messages you have regarding this Agenda

Click here to view menu for further process
A.2 Send Item Details

When user click on View Menu tab as show in above screen, the next form comes to user as.
A.2.1

![Diagram of user interface for adding user and sending details of selected item.](image)

- **Enter Item name**: Click here to enter the item name.
- **Write some details if required**: Click here to add user to send details of selected item.
- **Browse Item Details document**: Click here to submit.

**Fig. 6**