**PAC Management System**

**Maintain Accounts**

**Features**

* Create and edit users’ info and roles.
* Download members report.
* Bulk upload members from an Excel spreadsheet.
* Filter members info and send them push notification.
* Archive members and revoke their access.

**Create New Account**

To create a new member account, you need to have the following member information:

* First name and last name
* Work email
* Their desired School and PAC
* Their role within a PAC
* Their user authentication role either admin, supervisor, or member

Once you click on the “Create” button the new user will automatically be emailed and given a set of instructions to follow to finish creating their profile where they will be asked to enter all their additional information.

As an admin or supervisor, you can modify any members information including:

* Personal
* Employer
* Educational
* PAC/School
* User roles

To modify users’ information, click on the button within the table.

To modify the users PAC, School, and Roles click on the button.

**Renew Account Status**

Graphical user interface, text, application, chat or text message

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You can only renew if your account renewal due by is within 6 months. If you choose not to renew, your account will not be able to renew until your supervisor restore your account

A member can always choose to subscribe to push notification on their account detail by clicking on the button, then click on the

Button button.

A member that subscribed to push notification will have additional button on the maintain accounts page and you and send them a message as you like by clicking on the button.

After that, you can send them push notification by typing in basic title and message then click on the button. A message with a title will be sent to their local machine.

**Archive Accounts**

You can archive members’ account by clicking on the button. Warning, once you archive members account, they will no longer be able to login. Members can aways be unarchived by clicking on the button.

**Meetings**

**Features**

* Create new meetings and add meeting minutes.
* Filter meetings.
* Archive meetings.
* Edit and view meeting minutes, attendees, and action items.

**Create a New Meeting**

To create a new meeting, you need to have the following information:

* The School and PAC for that meeting.
* Recording assistant.
* Meeting name and start date.

Within the meetings create form you can also select the attendees and upload any meeting minutes/ or other important documents. **NOTE** the list of available attendees is based on the active members within the PAC selected in the dropdown list.

Once the meeting is created all attendees will be notified by email.

To modify meeting information, click on the button within the table.

To view and modify meeting attendees, action items, and documents click on the button.

**Meeting Details**

Logo

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You can also view or restore all archived meeting minutes and action items.

**Archive Meetings**

You can archive meetings by clicking on the button. You can always restore meetings by clicking on the button.

**Action Items**

**Features**

* Create new action items and add action items documents.
* Filter action items by date, members.
* Archive action items.
* Edit action items to add more documents.

**Create an Action Item**

To create a new action item, you need to have the following information:

* The Member you’re assigning the item to.
* Item Name and due date.
* The meeting that has the item.
* Action item documents

To modify action item information, click on the button within the table.

To view action items, and documents click on the button

**Archive Action Items**

****You can archive action items by clicking the button. You can always restore an action item by clicking on the button.

**Action Item view**

You can always view the action items bound to a member by clicking on the member detail view in the member page

**PACs**

**Features**

* Create new PACs.
* Edit a PAC to an existing school.

**Create an Action Item**

To create a new PAC, you just need to have 1 information:

* The new PAC name.

To modify PAC information, click on the button within the table.

**Poll Manager**

**Features**

* Create polls
* Filter/Search polls
* View/edit poll and options
* Delete poll

**Create a Poll**

To create a new poll, you need to have the following information:

* A question
* Expiry Date
* PAC
* Poll options

You can also set the active status.

**Editing/adding poll options**

To edit and add poll options you will have to click the  **** button which will bring you to the poll details page.

You will then see a table below the details of the poll where you can click  to add an option or **** in the table to edit the option.

The **** button next to theback button allows you to edit the Poll itself.

**Poll Voting**

**Voting**

This page is where the user votes for the poles. To vote you will click on one of the polls which will bring you to a page that displays all the options to which you select and register the vote.Graphical user interface, text

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You can only participate **once** per poll.