

# Proceedings

This application lets you keep track of all acts performed in the company.

Listado de actas - Suite de Gestión Empresarial - SaltOS v3.5 r8483									
Inicio Correo Agenda RSS Perfil Soporte Acerca Cerrar									
<div>General</div> <div>Inicio</div> <div>Correo electrónico</div> <div>Agenda y eventos</div> <div>Receptor de feeds RSS</div> <div>Favoritos</div> <div>Documentos</div> <div>Mi perfil</div> <div>Soporte técnico</div> <div>Acerca de SaltOS</div> <div>Cerrar sesión</div>	Listado de actas		Opciones de filtro		Ayuda				
	Nueva acta		Buscar		Q Buscar Descargar PDF Visor PDF Enviar PDF Reset				
	Cód.	Usuario	Inicio	Fin	Cliente	Proyecto	Nombre		Lugar
	00100	Administrador (admin)	2012-09-19 14:39:00	2012-09-19 16:39:00	tellus, Aenean eget...	Lorem ipsum dolor sit...	socios nisi magna sed du...		685-2881 Pellentesque St.
	00099	Administrador (admin)	2012-12-13 03:23:37	2012-12-13 05:23:37	consectetur adipiscing...	Etiam imperdiet dict...	sit amet ultricies sem magna nec		P.O. Box 311, 6423 Risus, Ave
	00098	Administrador (admin)	2013-10-31 10:46:08	2013-10-31 12:46:08	posuere cubilla Cura...	ut cursus luctus, ip...	Cras sed leo. Cras vehicula aliquet libero. Integer in magna.		129-6770 Feugiat Avenue
	00097	Administrador (admin)	2013-04-25 03:45:16	2013-04-25 05:45:16	[Sin cliente asociad...	[Sin proyecto asocia...	et malesuada fames ac turpis egestas. Fusce aliquet		7708 Vulputate, Rd.
	00096	Administrador (admin)	2012-11-25 04:49:18	2012-11-25 06:49:18	tincidunt. Donec vi...	sem magna nec quam...	dapibus quam quis diam. Pellentesque		P.O. Box 645, 5285 Orci Road
	00095	Administrador (admin)	2012-07-21 18:26:57	2012-07-21 20:26:57	consectetur adipiscing...	Etiam imperdiet dict...	at lacus. Quisque purus sapien...		Ap #482-7864 Cras Av.
	00094	Administrador (admin)	2013-05-16 20:13:48	2013-05-16 22:13:48	posuere cubilla Cura...	ut cursus luctus, ip...	sagittis semper. Nam tempor diam		P.O. Box 699, 594 Tincidunt, Ave
Carpetas	00093	Administrador (admin)	2012-10-22 06:57:47	2012-10-22 08:57:47	posuere cubilla Cura...	ut cursus luctus, ip...	et magnis dis parturient montes, nascetur ridiculus		3893 Neque St.
	00092	Administrador (admin)	2013-02-12 12:45:18	2013-02-12 14:45:18	at libero. Morbi ac...	facilisis eget, ipsum...	Cras convallis convallis dolor. Quisque tincidunt pede		Ap #311-6497 A Avenue
	00091	Administrador (admin)	2012-04-22 10:43:57	2012-04-22 12:43:57	tincidunt. Donec vi...	sem magna nec quam...	rutrum non, hendrerit id, ante. Nunc mauris sapien...		P.O. Box 646, 4403 Est Av.
	00090	Administrador (admin)	2013-05-03 14:54:54	2013-05-03 16:54:54	adipiscing elit. Cur...	non, sollicitudin a...	elit. Aliquam auctor, velit eget laoreet		P.O. Box 277, 223 Maecenas Ave
	00089	Administrador (admin)	2012-05-13 03:23:52	2012-05-13 05:23:52	amet, faucibus ut, n...	penatibus et magnis ...	non massa non ante bibendum		Ap #178-2417 Metus St.
	00088	Administrador (admin)	2013-10-09 12:50:56	2013-10-09 14:50:56	amet, faucibus ut, n...	penatibus et magnis ...	Nulla eu neque pellentesque massa lobortis ultrices. Vivamus		P.O. Box 687, 966 Scelerisque Av.
	00087	Administrador (admin)	2013-06-26 02:08:14	2013-06-26 04:08:14	amet, faucibus ut, n...	penatibus et magnis ...	non, cursus non, egestas a		P.O. Box 737, 2709 Sed St.
	00086	Administrador (admin)	2012-05-11 21:36:34	2012-05-11 23:36:34	consectetur adipiscing...	Etiam imperdiet dict...	sem. Nulla interdum. Curabitur dictum. Phasellus in fells.		970-9412 Ac Road
	00085	Administrador (admin)	2013-03-21 04:56:52	2013-03-21 06:56:52	adipiscing elit. Cur...	non, sollicitudin a...	magna. Cras convallis convallis dolor. Quisque tincidunt		Ap #256-677 Ultrices Avenue
	00084	Administrador (admin)	2013-01-25 18:37:32	2013-01-25 20:37:32	posuere cubilla Cura...	ut cursus luctus, ip...	natoque penatibus et magnis dis parturient montes, nascetur ridiculus		4373 Leo, Rd.
Comercial	00083	Administrador (admin)	2012-12-09 21:54:53	2012-12-09 23:54:53	at libero. Morbi ac...	facilisis eget, ipsum...	lectus pede et risus. Quisque libero		P.O. Box 514, 9125 Gravida Ave
	00082	Administrador (admin)	2013-09-01 06:40:21	2013-09-01 08:40:21	adipiscing elit. Cur...	non, sollicitudin a...	Donec nibh. Quisque nonummy ipsum non arcu.		2906 Ipsum, Rd.
	00081	Administrador (admin)	2012-06-18 13:50:36	2012-06-18 15:50:36	tellus, Aenean eget...	Lorem ipsum dolor sit...	nec, Aenean sed pede nec ante blandit viverra. Donec tempus,		Ap #371-9615 Vel Rd.
	00080	Administrador (admin)	2012-12-17 11:39:29	2012-12-17 13:39:29	tellus, Aenean eget...	Lorem ipsum dolor sit...	aliquam eros turpis non enim,		P.O. Box 513, 4786 Vivamus St.
	00079	Administrador (admin)	2014-01-02 01:34:32	2014-01-02 03:34:32	Integer aliquam adip...	mauris sit amet lore...	gravida mauris ut mi. Duis risus odio, auctor vitae.		P.O. Box 563, 3769 Erat Street
	00078	Administrador (admin)	2014-02-06 23:03:42	2014-02-07 01:03:42	consectetur adipiscing...	Etiam imperdiet dict...	sit amet massa. Quisque porttitor eros nec tellus. Nunc lectus		152-7798 Diam Ave
	00077	Administrador (admin)	2013-07-08 00:00:25	2013-07-08 02:00:25	[Sin cliente asociad...	[Sin proyecto asocia...	at risus. Nunc ac sem ut dolor		624-5245 Dictum Street
	00076	Administrador (admin)	2012-03-25 18:42:45	2012-03-25 21:42:45	amet, faucibus ut, n...	penatibus et magnis ...	tincidunt orci quis lectus. Nullam		277-3164 Consequat, St.
	00075	Administrador (admin)	2012-09-18 10:24:10	2012-09-18 12:24:10	amet, faucibus ut, n...	penatibus et magnis ...	et libero. Proin mi. Aliquam gravida mauris		Ap #127-3464 Enim, Rd.
	00074	Administrador (admin)	2012-09-18 10:24:10	2012-09-18 12:24:10	amet, faucibus ut, n...	penatibus et magnis ...	et libero. Proin mi. Aliquam gravida mauris		Ap #127-3464 Enim, Rd.

## List of records

In the list of records you will find the most important pillars of registration:

- **Ref.:** Numeric code that identifies the record.
- **User:** User who created the record.
- **Home:** Date and time of beginning of the meeting.
- **End:** Date and time of end of the meeting.
- **Customer:** Customer linked in the minutes.
- **Project:** Project linked in the minutes.
- **Name:** Descriptive name of the reason for the meeting.
- **Location (€):** Place that has been conducted the meeting.

**Remember:** The events can be arranged by dragging them to the user folder you want.

## Listing Options

On each record you can perform a series of actions that are represented by the following icons:

- Check / Edit / Delete Record.
- This action will lead to the creation of a new record using data from the current.
- Download PDF with log data. ([más info sobre PDF](#))
- Show data through-PDF Viewer.
- Prepare an email with the selected record as a file attached. PDF.

This list also provides the following actions by selecting multiple records simultaneously:

- Download the selected records to a file in PDF format.
- Display selected records in PDF format on the screen.
- Prepare an email with the selected records attached as PDF files.

## Filter Options

For more information about the filter options listed in the [ayuda general](#).

## Forms records

This is the contacts application, with it you can add, modify and view all contact details classified in different tabs. Main, comments, file attachments, graphs and statistics on purchases, data on the registry modifications and assignments to folders data.

## Data tab of the minutes

In this tab you can view and modify the main contact details. Here we relate all information fields.

Alta de una nueva acta - Suite de Gestión Empresarial - SaltOS v3.5 r8483

Menú Inicio Correo Agenda RSS Perfil Soporte Acerca Cerrar

**General**

Inicio Correo electrónico Agenda y eventos Selector de feeds RSS Favoritos Documentos Mi perfil Soporte técnico Acerca de SaltOS Cerrar sesión

**Carpets**

Carpeta personal

**Comercial**

Campañas comerciales Posibles clientes Presupuestos Actas de reuniones Clientes Contactos

**Proyectos**

Contabilidad Administración Tipos Sistema

**Datos de la acta** Aceptados Cancelados Pendientes Comentarios Carpets Ayuda

Campaña [Sin campaña asociada]

Posible cliente [Sin posible cliente asociado]

Cliente [Sin cliente asociado]

Presupuesto [Sin presupuesto asociado]

Proyecto [Sin proyecto asociado]

(\*) Inicio 2017-07-18 09:14:58

(\*) Fin 2017-07-18 09:14:58

(\*) Nombre

Lugar

(\*) Asistentes

(\*) Temas

Textos predefinidos Seleccione un texto y pulse Añadir Añadir

Crear Crear y volver aquí Cancelar

- **Campaigns:** To link the record to a particular marketing campaign.
- **Prospect:** To link the record to a possible individual customer.
- **Budget:** To link the record with a possible specific budget.
- **Customer:** To link the record with a particular customer.
- **Project:** To link the record to a particular project.
- **Home (\*):** Start time of the meeting.
- **Fin (\*):** End time of the meeting.
- **Name (\*):** Name you want to give the minutes
- **Location (\*):** Where the meeting is held.
- **Assistants (\*):** Attending the meeting
- **Topics (\*):** Topics to be discussed at the meeting
- **Predefined texts:** Ability to add predefined text box themes texts.

(\*) **Required when creating or modifying a record fields.**

**Remember:** The minutes can be arranged by dragging them to the user folder you want.

#### Themes tab accepted

In this tab you can specify topics accepted during the meeting.

#### Themes tab canceled

In this tab you can specify topics canceled during the meeting.

#### Themes tab earrings

In this tab you can specify the issues that remain to be, for lack of time or otherwise.

#### Registry Data Tab

For more information about the filter options listed in the [ayuda general](#).

#### Tab Folders

For more information on Folder Options [ayuda general](#).