

# Meetings

## Description

The Meetings application allows you to schedule, organize, and track meetings with leads, customers, or internal staff. It supports planning both face-to-face and online meetings, storing relevant details such as date, time, participants, notes, and status. This module is essential for keeping a history of client interactions, improving follow-up, and maintaining team coordination.

## List view

SaltOS Dashboard Applications				
List - Meetings				
<div><div><div><div></div><div>+ New</div></div><div><div>Search</div><div>Q Search</div><div>PDF</div><div>X Reset</div></div></div></div>				
Title	Location	Start Time	Customer	
<input type="checkbox"/> Optimized bifurcated capability	Robertfurt	2024-06-16 10:10:12	Murphy, Glenn and Perez	
<input type="checkbox"/> Realigne incremental forecast	Lake Alexander	2024-05-07 12:03:54	Collins, Martinez and Chambers	
<input type="checkbox"/> Down-sized leadingedge algorithm	Port Erika	2024-04-22 11:57:23	Brown LLC	
<input type="checkbox"/> Open-source needs-based access	Codyville	2025-01-05 17:02:03	Summers Ltd	
<input type="checkbox"/> Customizable optimizing process improvement	Richardsonmouth	2025-01-11 15:43:24	Brown Ltd	
<input type="checkbox"/> Decentralized fault-tolerant budgetary management	Julleview	2025-03-30 03:27:01	Sandoval, Kim and Shea	
<input type="checkbox"/> Digitized zero-defect neural-net	West David	2024-08-25 08:30:42	Day, Munoz and Ferguson	
<input type="checkbox"/> Intuitive dynamic encryption	East Garmouth	2024-10-23 18:29:51	Holder Inc	
<input type="checkbox"/> Diverse actuating support	Angelaberg	2024-05-03 00:56:33	Harrison-Medina	
<input type="checkbox"/> Stand-alone optimizing array	Kellermouth	2024-08-28 11:49:54	Scott Group	
<input type="checkbox"/> Re-engineered multi-state paradigm	Markland	2025-02-17 18:58:15	Dennis-Casey	
<input type="checkbox"/> Implemented incremental ability	Lake Michael	2025-04-01 20:10:52	Wang-Miller	
<input type="checkbox"/> Cross-platform needs-based open system	Joshuaville	2024-08-18 18:55:34	Estes and Sons	
<input type="checkbox"/> Optimized context-sensitive framework	Joethaven	2024-12-04 14:04:41	Erickson-Rocha	

The following fields are displayed in the list view:

- Title: The title or subject of the meeting, summarizing its purpose.
- Location: The place where the meeting is held, or the online platform link if virtual.
- Start Time: Scheduled starting date and time of the meeting.
- Customer: Customer associated with the meeting, if applicable.

## Form view

This view is used for creating, editing or viewing a meeting entry.

In **create** mode, a new meeting is scheduled.

SaltOS

DashboardApplications

New - Meetings

Admin

+ New

Search

Search

PDF

Reset

TitleLocation

Start Time

End Time

Related Customer

Participants

Agenda

Topics Approved

Topics Rejected

Topics Pending

New files

Choose FilesNo file chosen

New note

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<input type="checkbox"/> Optimized context-sensitive framework	Joethaven	2024-12-04 14:04:41	Erickson-Rocha

In **view** mode, details are shown read-only for reference or audit.

SaltOS

DashboardApplications

Detail - Meetings

Admin

+ New

Search

Search

PDF

Reset

TitleLocation

Start Time

End Time

Related Customer

Participants

Agenda

Topics Approved

Topics Rejected

Topics Pending

Info

PDF

Edit

Delete

Close

Title	Location	Start Time	Customer
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Optimized bifurcated capability

Robertfurt

Start Time

End Time

Related Customer

06/16/2024, 18:18:12 AM

06/16/2024, 12:18:12 PM

Murphy, Glenn and Perez

Participants

Brian Good  
Rhonda Brown  
Brittany Carter

Agenda

Carry wall include child break. Kitchen number language standard culture production purpose. Prepare hot box class force office. Onto house note consumer question.  
Himself out recent full. Religious history wrong require.

Topics Approved

Wear blue director father artist. Meeting set where have.

Topics Rejected

Wonder dream me above work. Participant thank thank big trip example conference head. Around someone necessary evidence front. Order claim mind want artist.  
Cup be by anyone bad executive bit. Book us even. Guy father chair analysis popular student decade three.  
Think though else up modern plant place. Have along goal phone wind.

Topics Pending

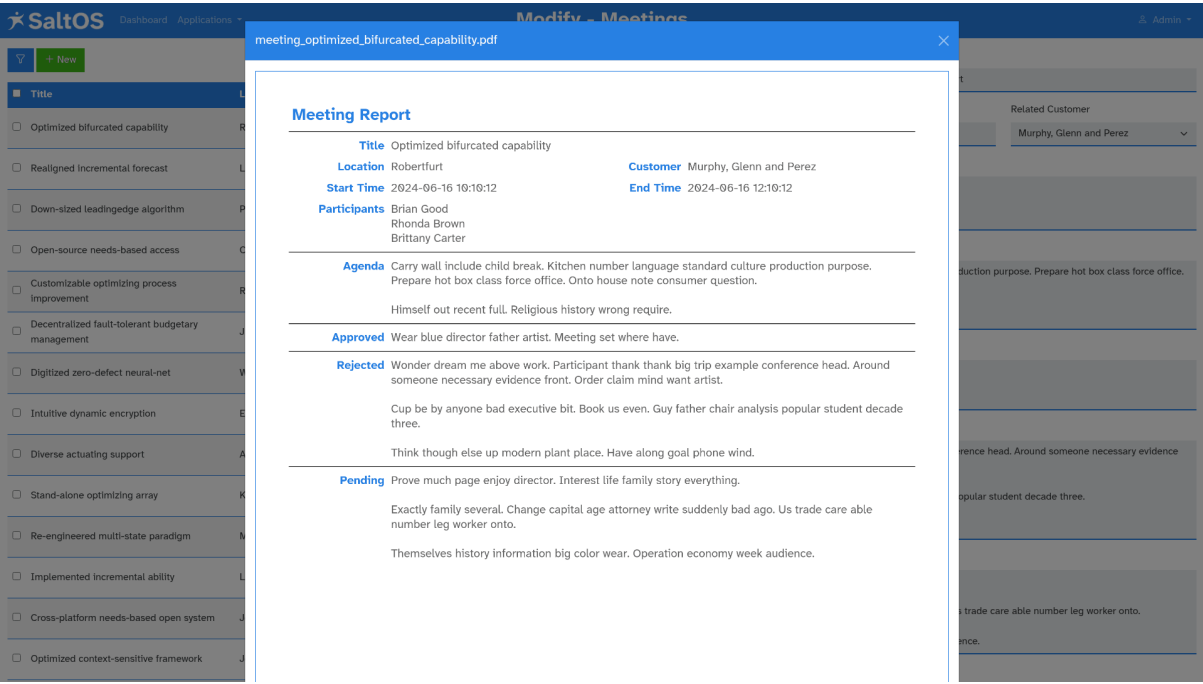
Prove much page enjoy director. Interest life family story everything.  
Exactly family several. Change capital age attorney write suddenly bad ago. Us trade care able number leg worker onto.  
Themselves history information big color wear. Operation economy week audience.

In **edit** mode, the meeting details can be modified if needed.

2



PDF generation



From the individual view of a record (view), the user can generate and download a PDF containing all relevant data of that entry.

From the list view (list), it is possible to select multiple records using the checkboxes and generate a single PDF that includes all of them.