Conflict of Interest Assistant

Meeting Agenda, Minutes, Meeting Manager and Meeting Availability

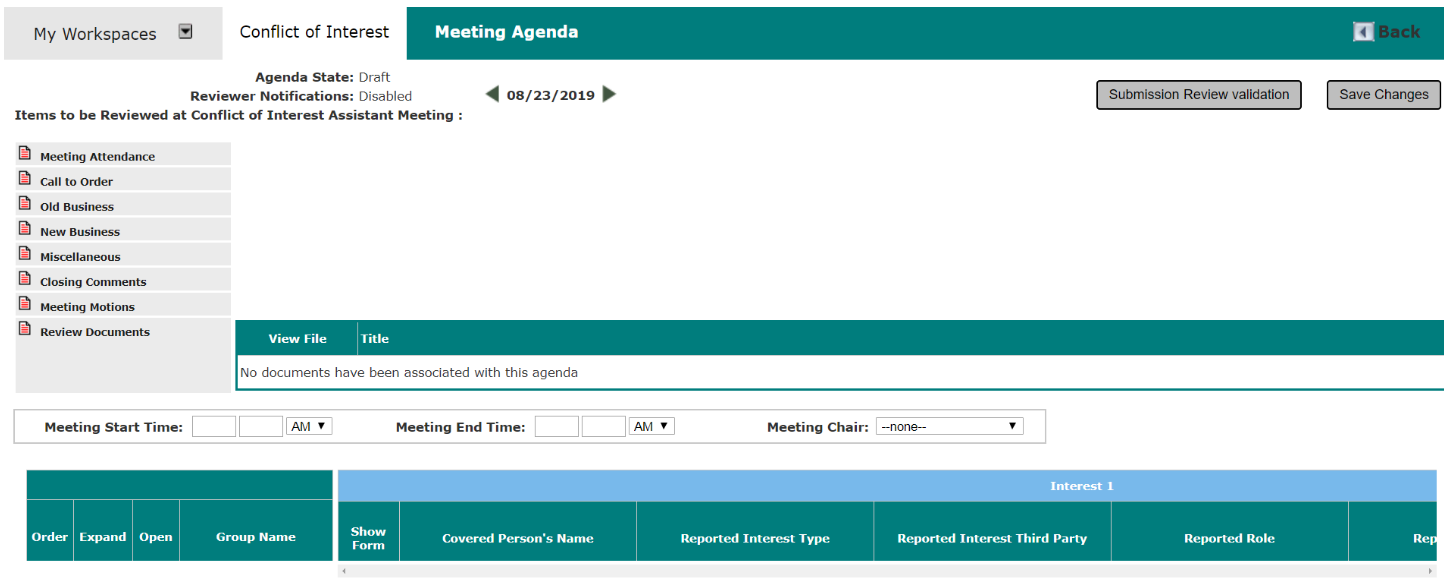
Version 11.02

Contents

Conflict Of Interest Assistant Manual

Meeting Agenda

The Meeting Agenda page, available under COI Assistant > Meeting Management > Meeting Agenda, allows users to view information related to a specific meeting date. A user can access past and future meetings from this area. If you have a review board administrator role, you can come to this area to prepare for an upcoming meeting. If your role does not have this administrative privilege, you can come to this area to look at submissions placed on a particular meeting date. Roles that have read/write access to this page can be setup under Setup Role Access in Review Board Administration.



The meeting agenda page will open to the next upcoming meeting. You can flip to a different meeting date by clicking on the green arrows by the meeting date at the top of the page.

At the top of the page will appear information about the meeting you are viewing.

Agenda State – This will appear as either Draft or Finalized. Draft means that the agenda template is still in setup mode. Finalized means the agenda is ready for the meeting.

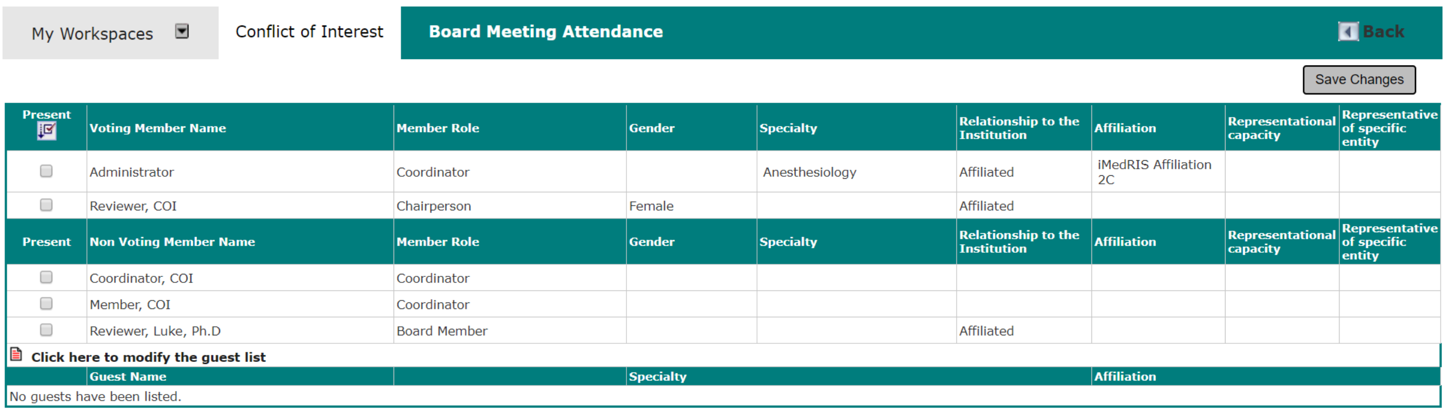
Reviewer Notifications – This will appear as either Enabled or Disabled. Enabled means reviewers for the conflict matches assigned to this meeting date have been notified of their assignments. Disabled means reviewers have not yet been notified.

Items to be reviewed at 'Conflict of Interest Assistant' Meeting – All the items following this label are items to be reviewed at this meeting. The words "Conflict of Interest Assistant Meeting" in this case is the name of the committee. This could be different in your system, depending on the names of your committees.

If your role allows write access to this page, you will be able to modify the following fields:

Meeting Attendance

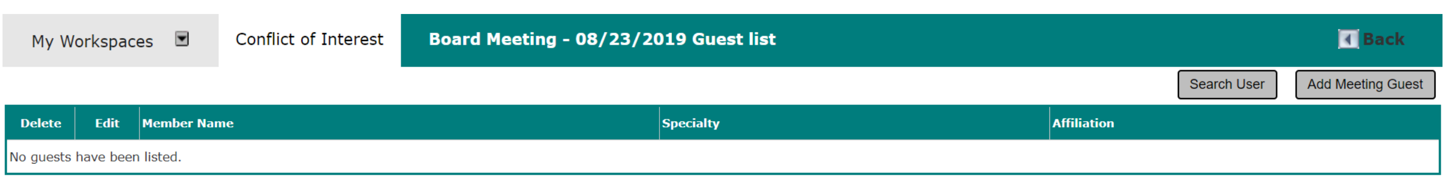
Meeting Attendance is initially empty for a meeting. Attendance is typically entered the day of the meeting.



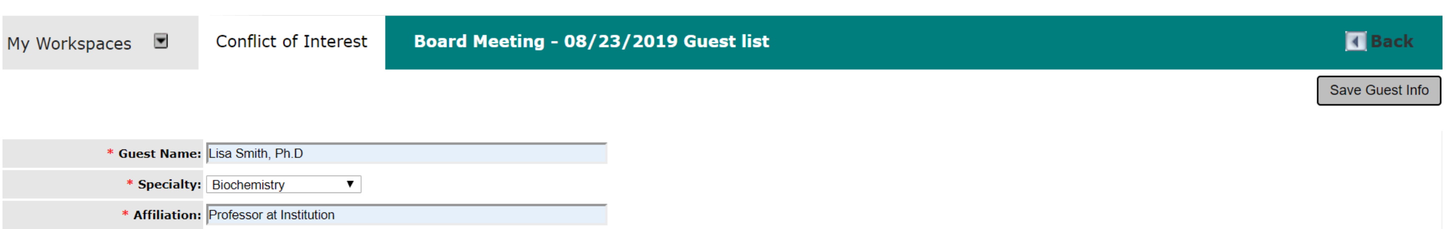
When the Meeting Attendance link is clicked, the above page will open, listing all available members and staff of the review board. Each member is listed with additional information, as shown in the table above. This information reflects details from their user accounts. You will be able to mark which members are present at the meeting by clicking on the checkboxes next to their names.

If you have alternate members, you will be able to indicate who they are alternates for by selecting a name from the dropdown list. A member is designated as an alternate in their user account.

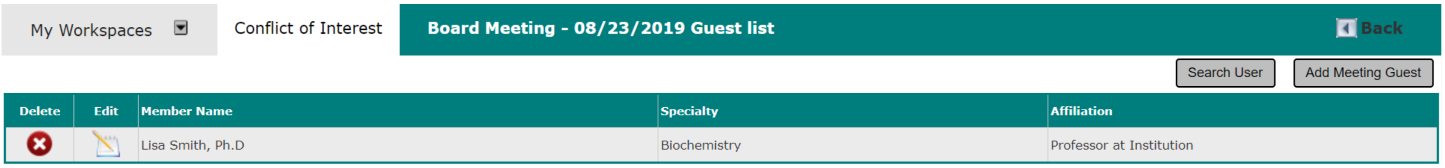
If there are any guests present at the meeting, you can add their presence by clicking on the **Click here to modify the guest list** link, right above the guest table.



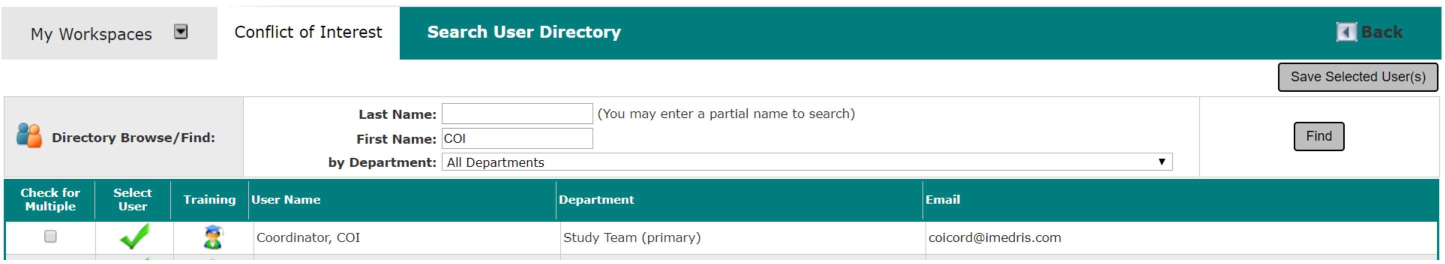
A new page will open. This page will list any guests added to the meeting. The first time you click on this link, the table will be empty, as no guests have been added to the meeting yet. Click on the **Add Meeting Guest** button to add a guest.



This will open another page, allowing you to type the guest's name, indicate his or her specialty, and enter the guest's affiliation. Specialty can be configured by the designated system administrator in System Administration > List Configuration and Maintenance > Site List Setup > Study Management > Specialty. After entering the necessary information, click on the **Save Guest Info** button.

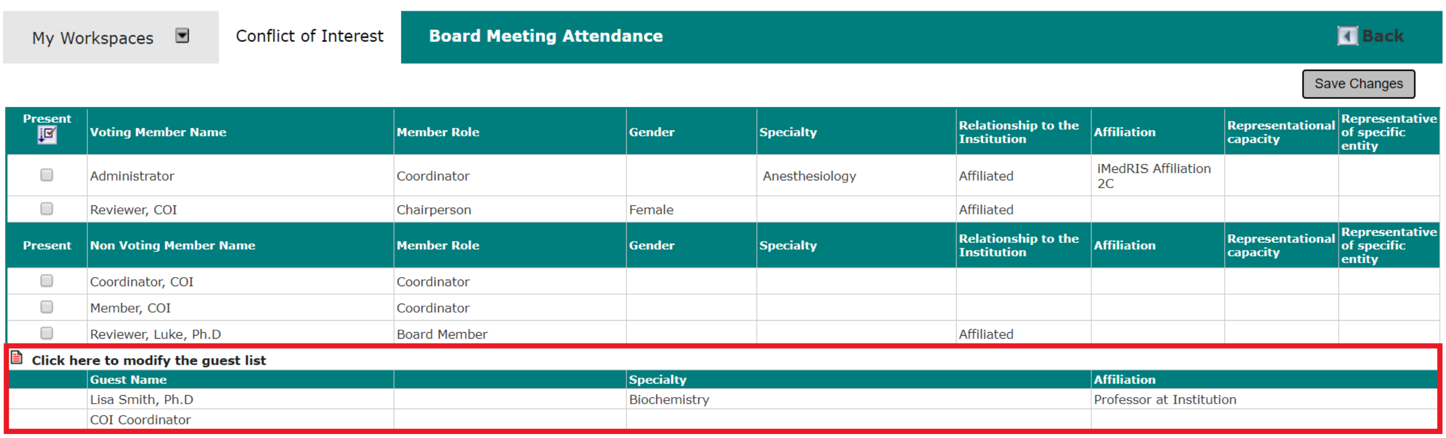


You can also add a guest by clicking on **Search User** to search the system for all users. Here you can input the desired search criterion and then select a user by either clicking the checkmark under "Select User" or by checking multiple users to add them together. If selecting multiple users, be sure to click **Save Selected Users** to add them to the guest list.

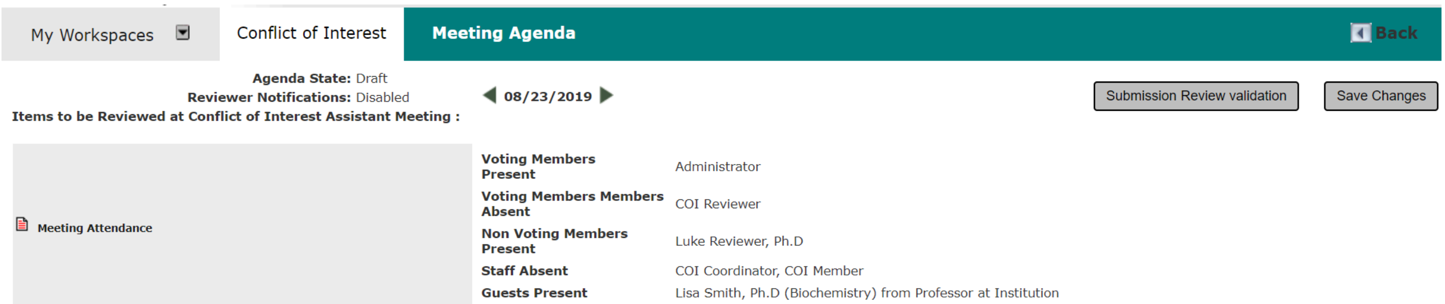


The guests will be added to the guest list table. You can add more guests as needed. You can also remove a guest from the list by clicking the red X icon in the Delete column. Click the **Back** button when you are finished to take you to the previous page.

The guest list will be added to the attendance list for the meeting.

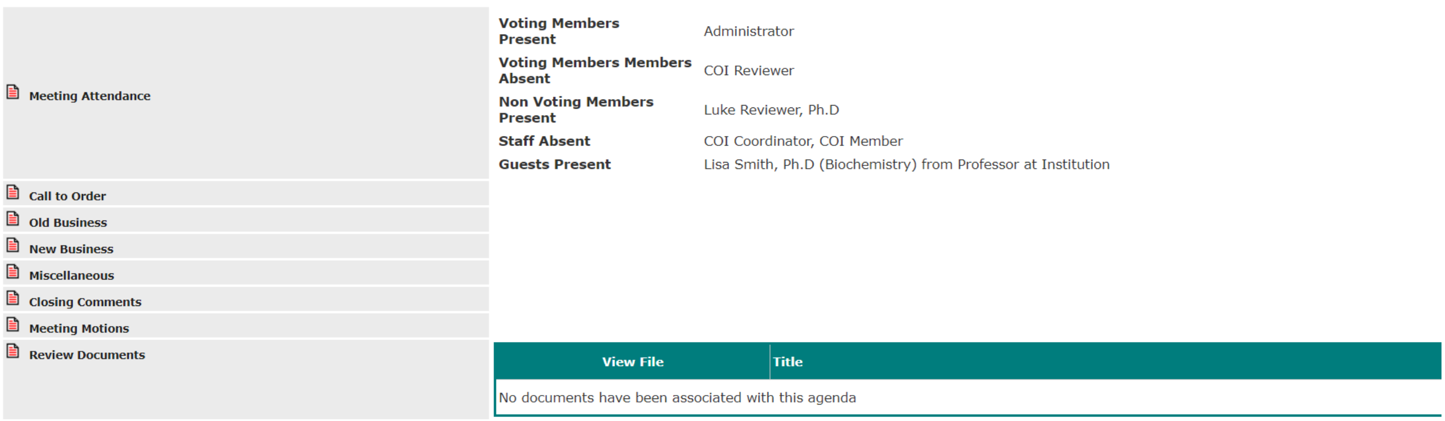


After selecting which users are present at the meeting, click on the **Save Changes** button.

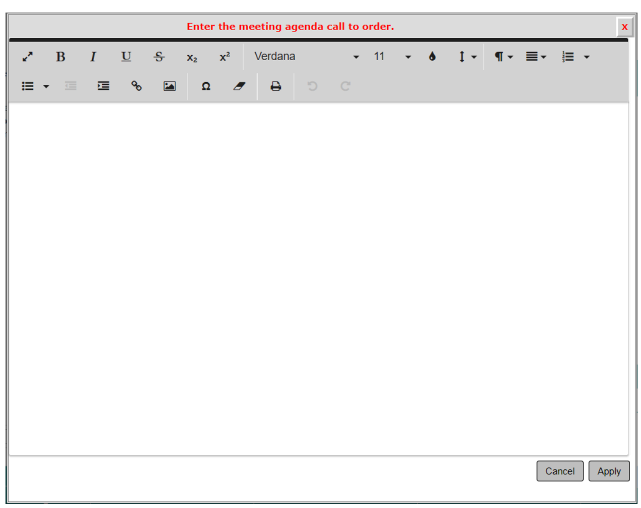


You will then return to the Meeting Agenda page. The white space to the right of the Meeting Attendance link will update, reflecting attendance based on the selections you have made. You can modify the attendance any time before the Meeting Minutes are published for the meeting.

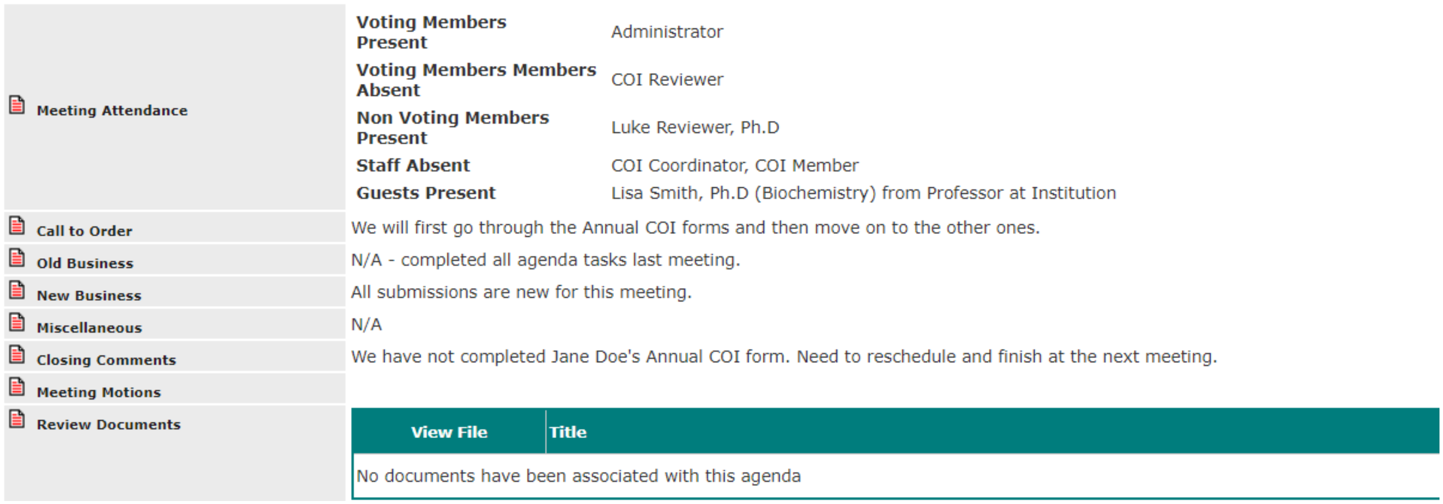
Call to Order, Old and New Business, Miscellaneous and Closing Comments



The links for **Call to Order**, **Old Business**, **New Business**, **Miscellaneous**, and **Closing Comments** allow you to enter information either prior to the meeting or while the meeting is being held. Entries in these sections can be pulled into the Meeting Minutes template using merge codes.



You can click on any of these links to open a rich text editor. You can then type in or copy and paste your text. When you are finished, click the **Apply** button.



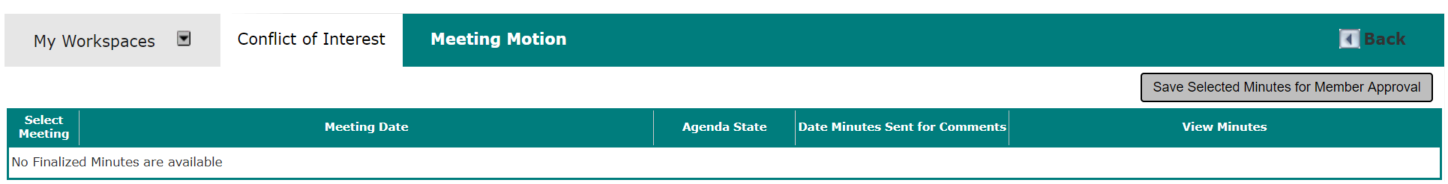
The meeting agenda page will display any text entered via the text editor in the fields to the right of the corresponding label.

Meeting Motions

Use the meeting motion section to capture board member votes and approval for previous meeting minutes.

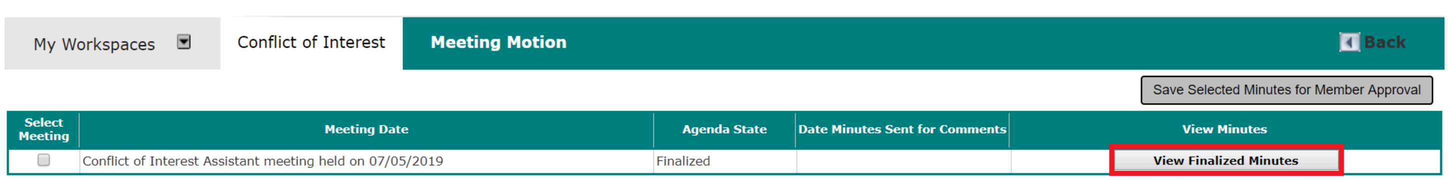
When you first open the Meeting Motions page, no motions will be listed. You can add a motion by clicking the **Add Minutes Approval** button or the **Add a New Motion** button.

Add Minutes Approval – To approve minutes from a past meeting, click this button. A new screen will be displayed containing a list of previous meeting minutes.



You will only be able to select minutes from past meetings in which the minutes were generated and published. Otherwise, meeting dates will not be listed.

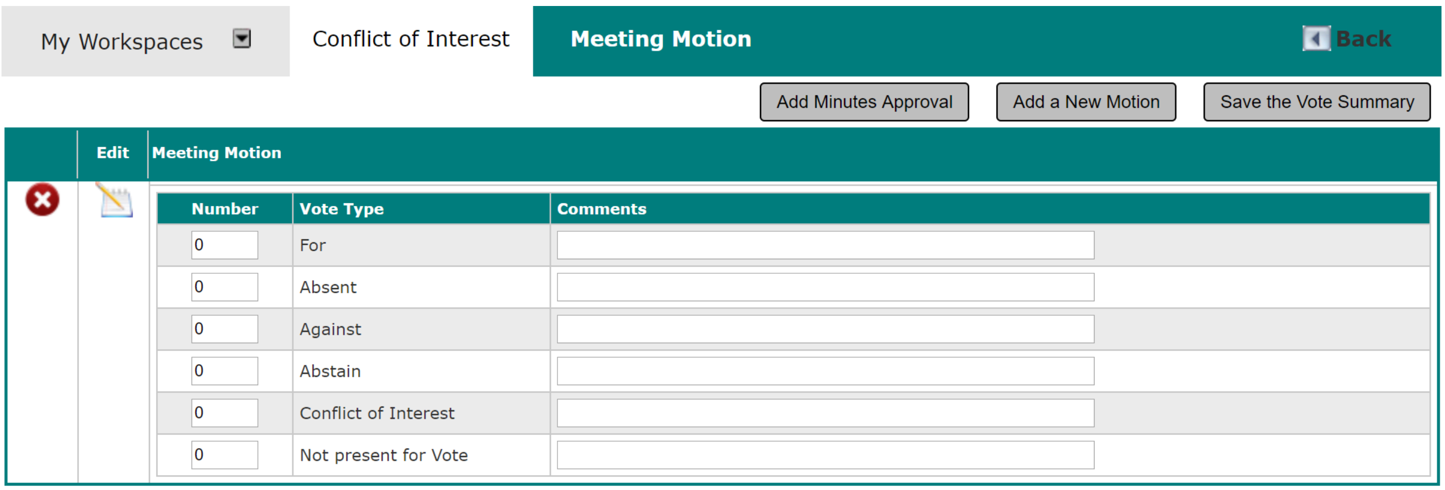
You can view the published minutes by clicking the **View Finalized Minutes** button. This will open the published minutes in a PDF document in a separate window.



Select the meeting which you would like to present for minutes approval at this meeting and click on the **Save Selected Minutes for Member Approval** button.

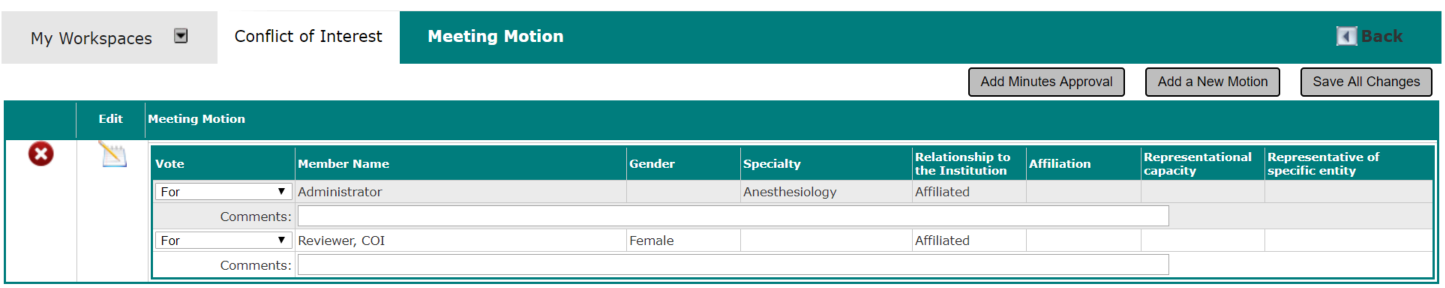
You will be returned to the previous page, and a record will be added with the motion text "Meeting Minutes Approval for the '*Committee Name*' Meeting held on '*Meeting Date*'"**.** Underneath the motion text, you will be able to indicate how the members voted.

Depending on your Review Board Configurations, the motion you added may or may not be set for anonymous voting. For more details on setting this configuration, please refer to the Review Board Properties manual.

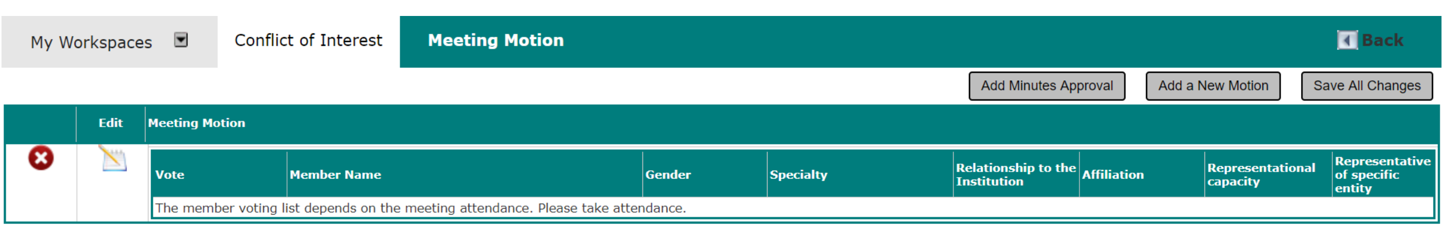


If your system is configured with anonymous voting, a screen will appear similar to the screenshot above. Enter the number of members who voted for a particular Vote Type in the Number column, as well as any necessary comments.

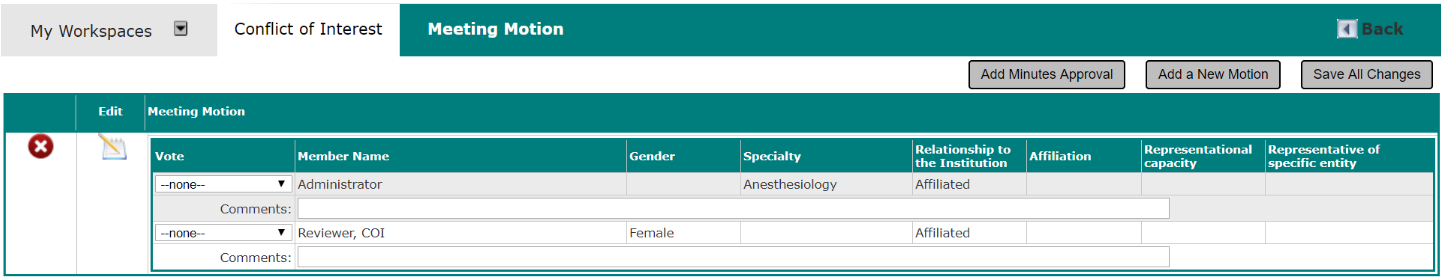
After you've finished entering your votes, be sure to click the **Save the Vote Summary** button.



If the anonymous voting configuration is off, the added motion will appear as shown above.

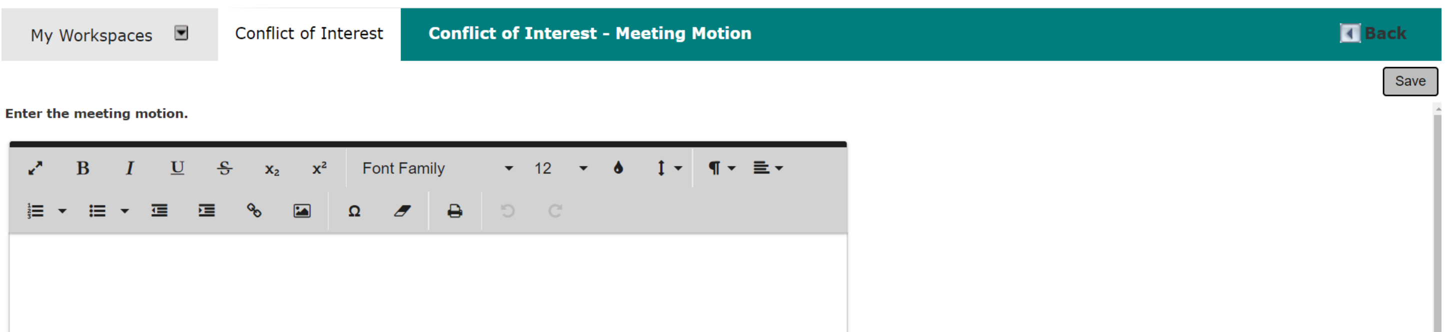


Attendance will need to be set before voting can take place. If attendance has not been set, the above page will be displayed. If attendance has been set and taken, the list of members present will be displayed as shown below.



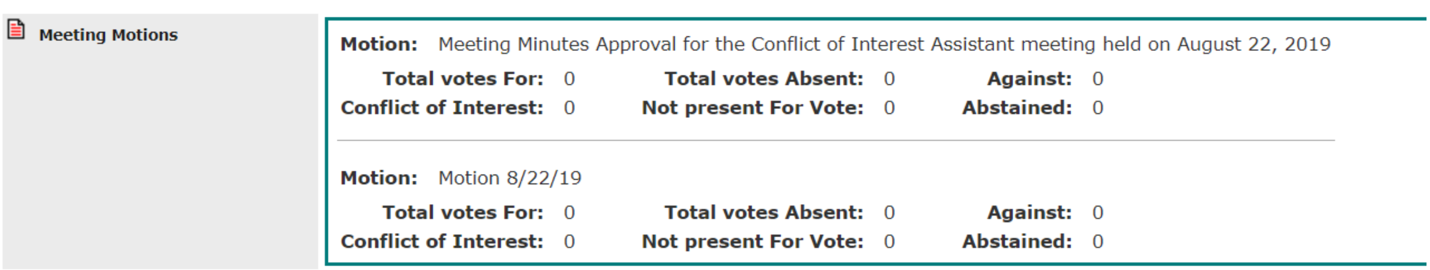
The vote type can be selected in the **Vote** column next to each Member's Name. Each member's Gender, Specialty, Relationship to the Institution, Affiliation, Representational Capacity, and Representative of Specific Entity can also be found under the corresponding columns.

Add a New Motion – If you need to capture a vote for a general meeting item (that is not specific to a conflict match) you can add a new motion and manually enter the motion text.



When you click on this button, a new page will open, containing a rich text editor. You can enter or copy and paste your motion language and then click on the **OK** button. The vote will be added to the list of meeting motions and you will be able to capture the vote in the same way as described above for the Minutes Approval motion.

After the votes for the motions have been set, select the **Save the Vote Summary** button. The votes will be saved and can be used to merge into the Meeting Minutes template (see the Review Board Administration – System Setup manual).

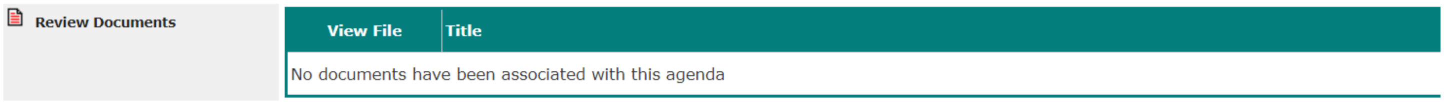


After you add and save the meeting's motions, motion summaries will display on the Meeting Agenda page to the right of the Meeting Motions link. This is how the merged motion will display in the Meeting Minutes template, if you pull that information in.

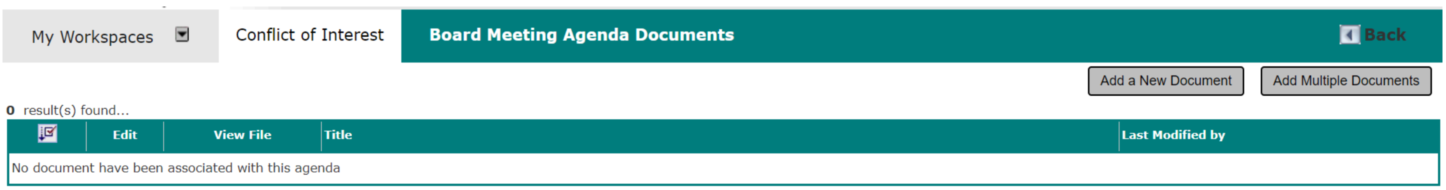
Whether you use anonymous voting or not, the motion summary will not pull the member's names. Only a total number of votes for each voting category are displayed.

Review Documents

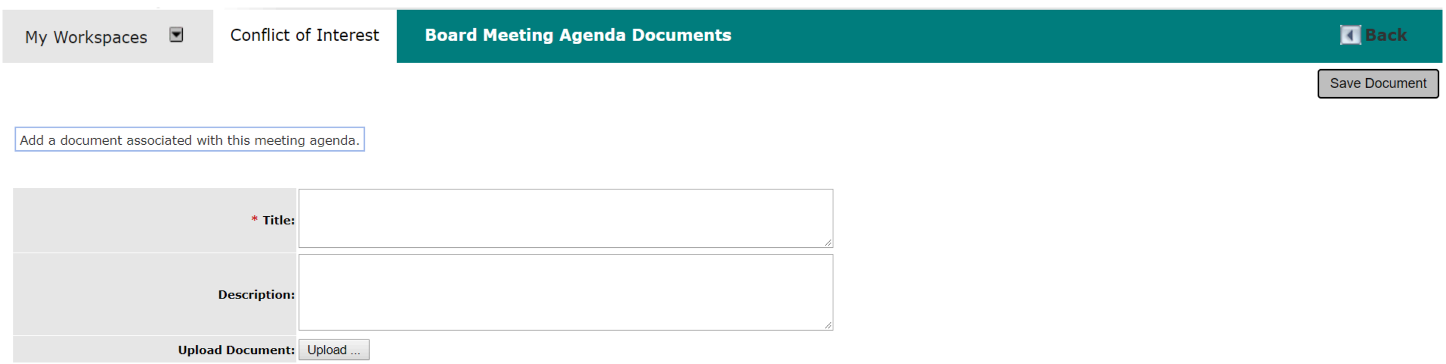
If there are any documents that need to be presented and reviewed at a meeting, they can be uploaded to the meeting agenda page and pulled up during the meeting. These would be documents that are not specific to a conflict match.



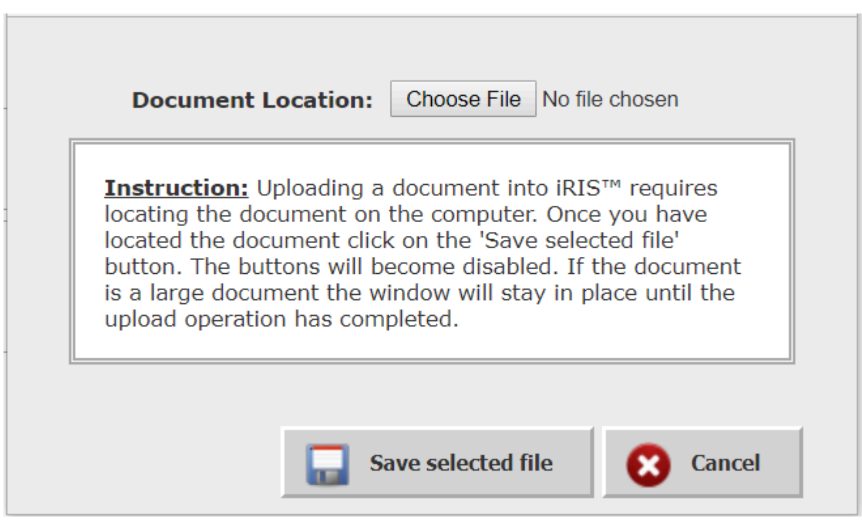
Click on the **Review Documents** link.



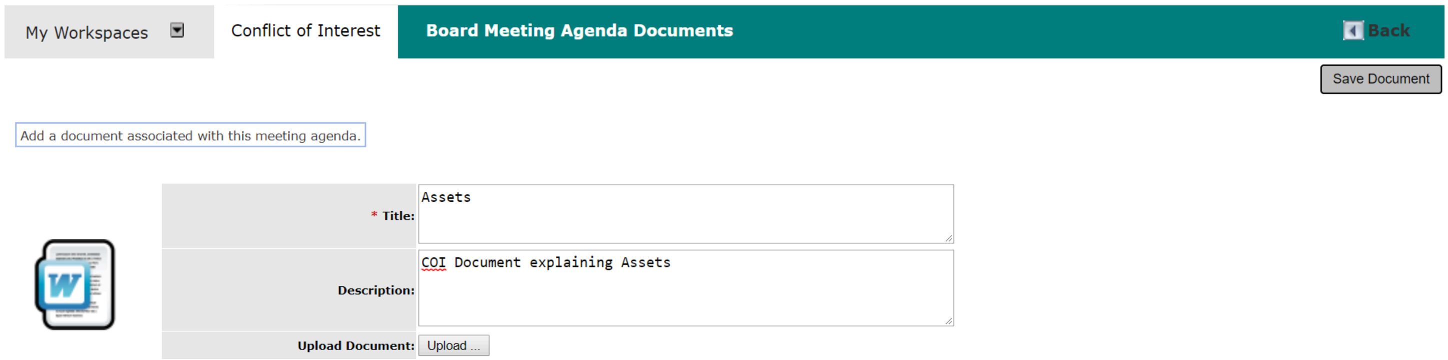
A new page will open, containing a list of documents attached to the meeting. The list will be empty if no documents have been added. Click the **Add a New Document** button.



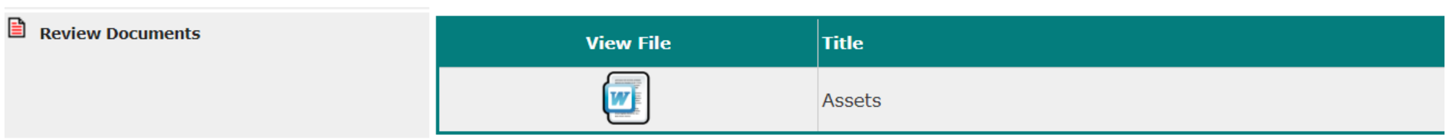
A new page will open. Type in the title of the document and provide a description, if applicable. Click on the **Upload** button to browse your computer for the document you would like to upload.



If the location is unknown, select the **Browse** button to browse through your system files. After the file is located, select the **Save Selected File** button to upload the file or the **Cancel** button to cancel the process.



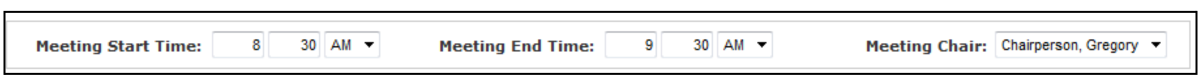
After the document is uploaded, a document icon will display to the left of the Description field. To replace this document with another one, select the **Upload** button again, followed by **Save Document**.



The attachment will appear in the Review Documents table. You will be able to delete attachment(s) or add more attachment(s) as necessary by clicking on the **Review Documents** link.

Meeting Start and End Times, Meeting Chair

You can add the actual meeting start time, end time, and indicate who chaired the meeting.



Meeting Start Time and **Meeting End Time** allow you to specify the actual start and end times by entering the hour and minutes and selecting "AM" or "PM." These two fields can be used as merge codes in your Meeting Minutes template.

Meeting Chair allows you to select from a drop-down list of board members and staff who chaired the meeting. This can also be used as a merge code in the Meeting Minutes template.

After entering the meeting time and Chairperson's details, click on the **Save Changes** button on the top right of the meeting agenda page.

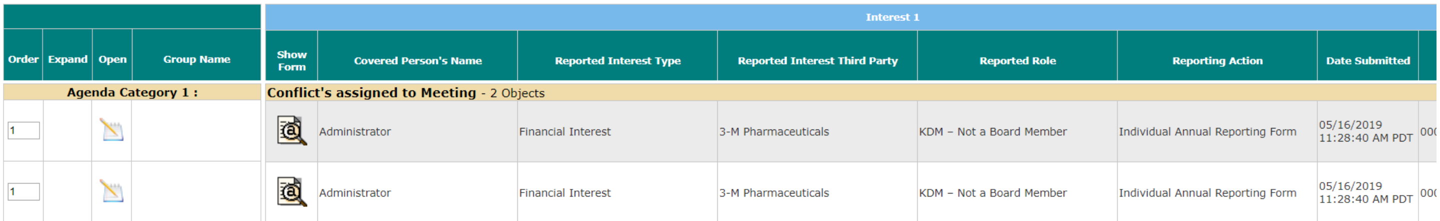
Conflict Matches Assigned to the Meeting

Any conflict match that is assigned to the meeting date will populate at the bottom portion of the meeting agenda page.

Conflict matches will appear in one of two groups, Conflicts Assigned to Meeting and Expedited or Administratively assigned to Meeting.

Conflicts Assigned to Meeting will populate with matches that were placed on the meeting for full board review.

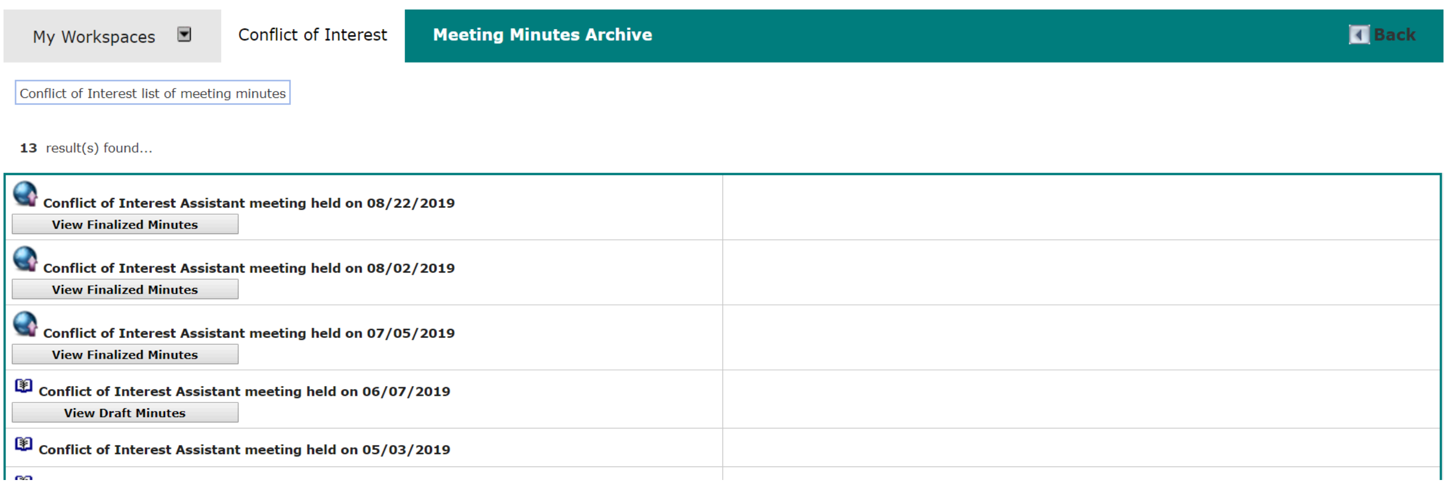
Expedited or Administratively assigned to Meeting will populate with matches that were assigned the "Expedite" or "Process Administratively" review process and then placed on the meeting under the "Outcome" tab of the Conflict Match processing screens. You can change the ordering of items placed on a meeting by assigning numbers in the **Order** column. When you do this, make sure you save the meeting agenda page for your changes to take effect.



Any of the conflict matches can be opened from the meeting agenda page. Click on the icon in the **Open** column. This will open the Conflict Match Processing screens. If you are a coordinator or administrator, you will be able to process the match when you open the conflict match. If you are a board member, you can open the match to fill out a member checklist and view match details.

Meeting Minutes

The Meeting Minutes link provides access to published meeting minutes from past COI meetings. This is an area where board members can go to pull minutes from a past meeting.

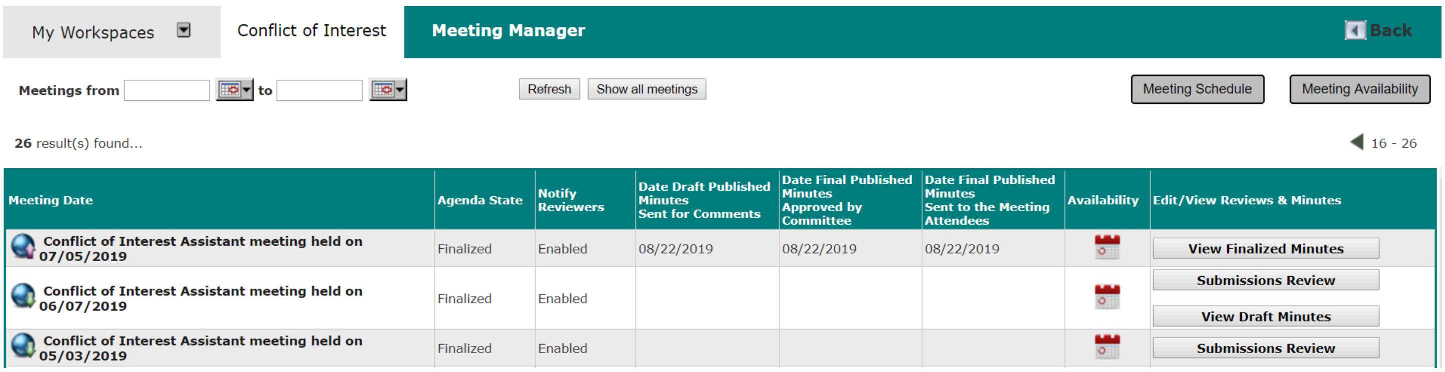


This page will display a link for each board meeting that has been held, from newest to oldest. If minutes have been generated and a Finalized version has been published, a **View Finalized Minutes** button will populate next to the meeting link. If a Draft version of the minutes has been published, the button will read **View Draft Minutes**. If the meeting minutes have not been published yet, no button will display. You can click on the **View Finalized Minutes** or **View Draft Minutes** button to view the PDF document for that meeting. You can also open the meeting agenda by clicking the meeting date hyperlink.

When you click to view the draft or finalized minutes, a new window will open, displaying the information entered for the meeting. The fields in the minute's document will reflect what was defined in the Meeting Minutes Template. If it is a Draft version of the minutes, a watermark will appear with the word **DRAFT** across the minutes.

Meeting Manager

Within the Meeting Manager, you can view meeting agendas, set meeting attendance, and set items to be reviewed at the meeting. Access to this menu item can be controlled with the Role Access matrix in Review Board Administration. The Meeting Manager is typically reserved for a review board administrator. You can view current agendas and publish/create Agendas and Meeting Minutes to send to review board members. The Agenda and Meeting Minutes templates are created under Review Board Administration. For more information, see the Review Board Administration documentation.



The Meeting Manager page will list all the meetings defined for the COI Office, displaying the newest meetings at the top of the list. You can search for a meeting date by entering filter information in the **Meetings from/to** date fields and clicking the **Refresh** button. This will display any meetings that fall under the dates you selected. You can switch back to viewing all the meetings by clicking the **Show all meetings** button.

Below is a description of the columns on this page.

Meeting Date – Click on one of the Meeting Dates to create documents for the Agenda and Minutes, change status, and to send out the Agenda and Minutes to the board members. More will be described about this shortly.

Agenda State – Displays the agenda status as **Draft** or **Finalized**.

Notify Reviewers – Displays the current setting for email notifications to reviewers. If this is set to **Enabled**, then once the agenda has been finalized, all appropriate email notifications will be created and sent to the reviewers alerting them that they have been assigned to review certain submissions. When the status is set to **Disabled**, this indicates that reviewers have not received their notifications or tasks yet.

Date Draft Published Minutes Sent for Comments – Indicates the date a draft version of the minutes was sent via email to members for review.

Date Final Published Minutes Approved by Committee – Indicates the date the minutes were approved by the committee. A motion can be added to a meeting date to approve a previous month's minutes. When the board votes on the minutes, the date of that meeting is captured in this column.

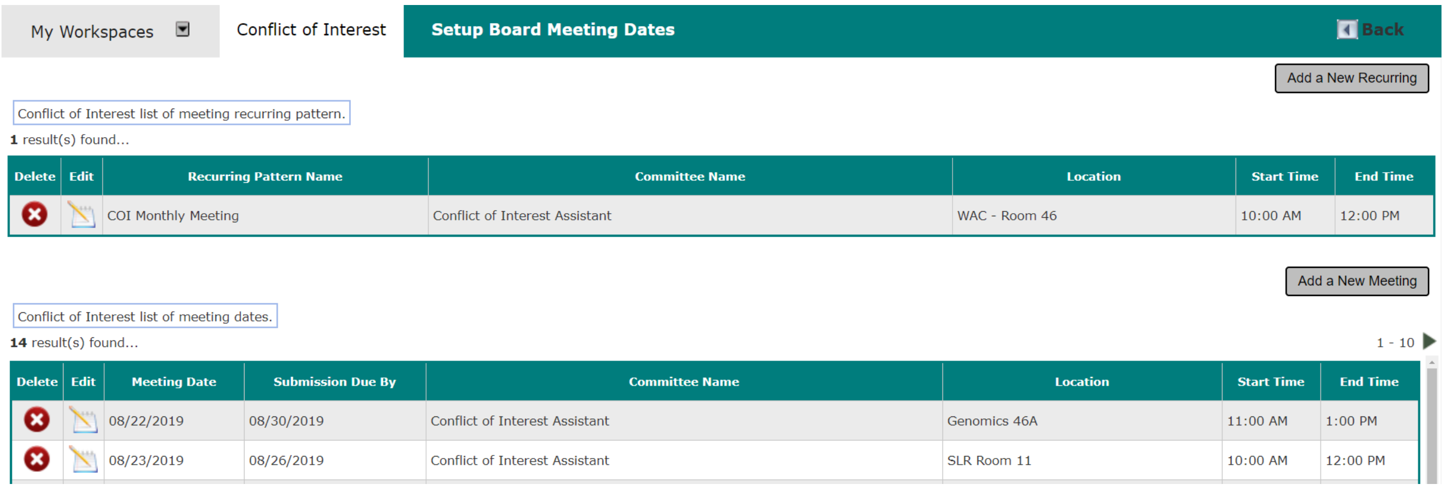
Date Final Published Minutes Sent to the Meeting Attendees – On the Meeting Minutes screen, you have the option to send out a final copy of the minutes to the meeting attendees. This column will populate with that date.

Availability – You can click the icon in this column to set whether board members will be present at this meeting.

Edit/View Reviews & Minutes – Depending on the status of the meeting minutes for that meeting date, a link to view the Draft or Finalized Minutes will populate. You can click the Submissions Review button in this column to view the submissions on the agenda for a meeting.

Meeting Schedule

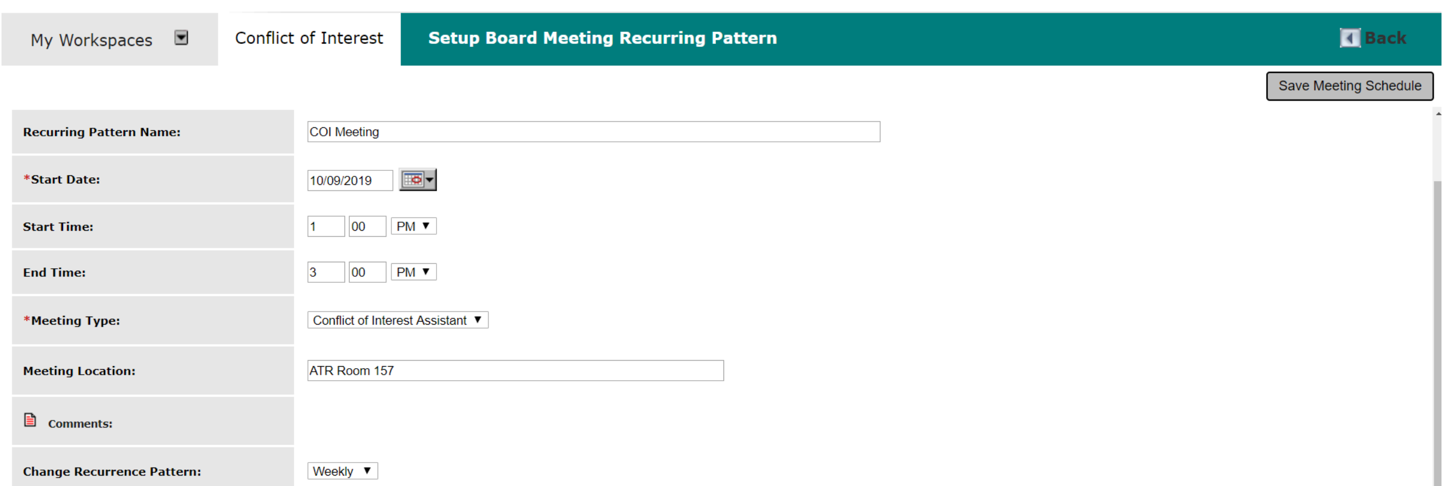
From the Meeting Manager, you can add new meeting dates. Click the **Meeting Schedule** button on the top right of the screen to get started.



A new page will open, broken into two parts. The first part of the page lists recurring meetings and the second part of the page lists regular meeting dates that have been individually created. Note that this list only shows meetings that have not yet occurred; future meeting dates are not shown. Once a date has come and gone it will no longer appear in this list. You can set up a recurring meeting pattern if your board meets on a regular basis. When you create a recurrence, the system will create meeting dates for up to 12 months and populate them in the second portion of the page. If you do not use a recurring pattern for your meetings, you can add meetings individually using the second part of the page.

Recurring Meetings

Click on the **Add a New Recurring** button.



A new page will open. You must first enter the meeting information. You can provide specific details about the meeting. "COI Meeting" is the name used to reference this particular recurring pattern.

Start Date is a required field and is the beginning date the recurring meeting dates will trigger from. The Start Date does not have to be the day of the first meeting. iRIS will not generate any meeting before the start date, only dates after the start date.

Start Time and **End Time** are fields where you can enter the planned meeting start and end time.

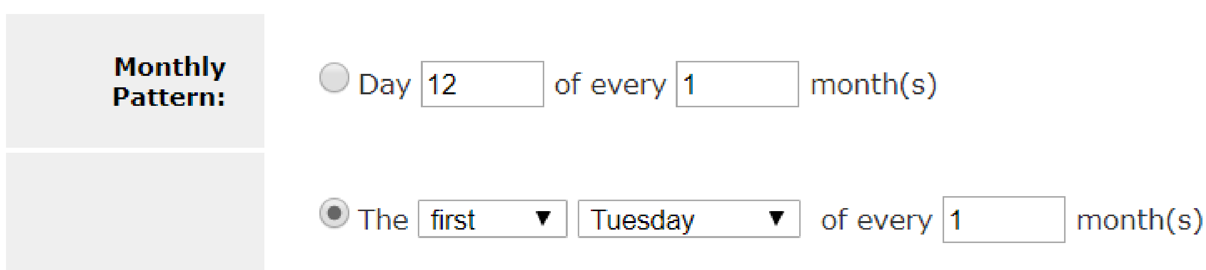
Meeting Type is a required field. This is a drop-down list of your committees for the COI Review Board.

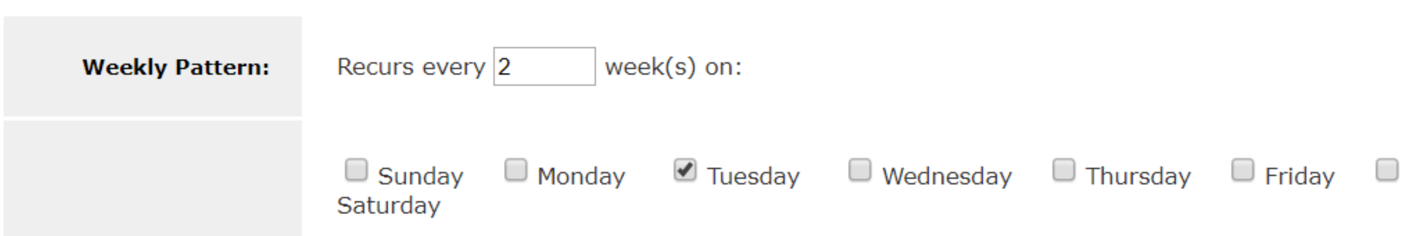
Meeting Location allows you to specify where the meeting will be held. This can be set up now and changed for an individual meeting at a later time.

A **Comments** field is also provided in case you need to document anything related to the meeting record.

After you add the meeting details, you will need to set up the recurring pattern. The meetings can be set up to generate weekly or monthly. You can choose your desired meeting pattern by selecting the option from the **Change Recurrence Pattern** drop down list. Depending on your selection, the information below will change, allowing you to setup a weekly or monthly pattern.

Click on the **Save Meeting Schedule** button and the system will generate 12 months' worth of meeting dates based on the pattern you set up.



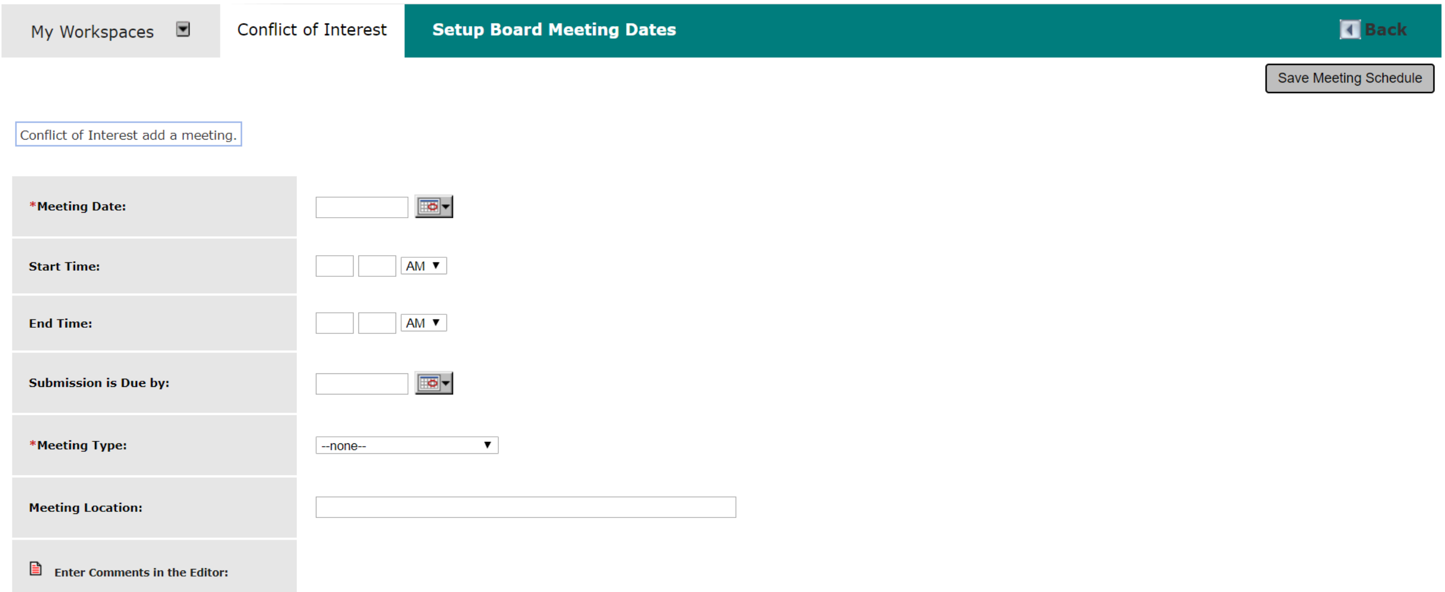


You can modify an existing recurring pattern if necessary; however, note that any changes made to the pattern will not update any meetings that have already been generated based on that particular pattern.

You can also delete a recurring pattern; however, deleting a recurring pattern will not delete the meeting records that were created as a result of the recurring pattern. These must be deleted separately.

Add a New Meeting

You can set up an individual meeting as needed. To do this, click on the **Add a New Meeting** button.



A new page will open. You can provide specific details about the meeting. The **Meeting Date** is a required field, and this indicates the date for the meeting.

Start Time and **End Time** are fields where you can enter the planned meeting start and end times.

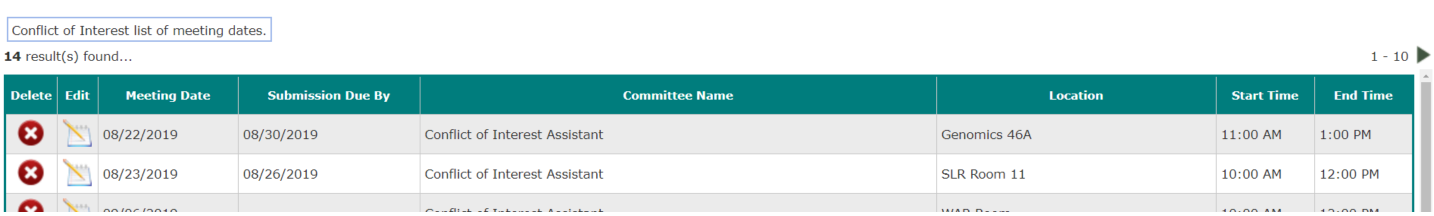
Submission Due By is a date field used to inform study personnel when a form should be submitted in order to make it onto the meeting agenda.

Meeting Type is a required field. This is a drop-down list of your committees for the COI Review Board.

Meeting Location allows you to specify where the meeting will be held. This can be set up now and changed for an individual meeting if necessary.

There is also a **Comments** field provided, in case additional documentation related to the meeting is necessary.

After you enter all the necessary information, click on the **Save Meeting Schedule** button to add the meeting to the list of meetings.

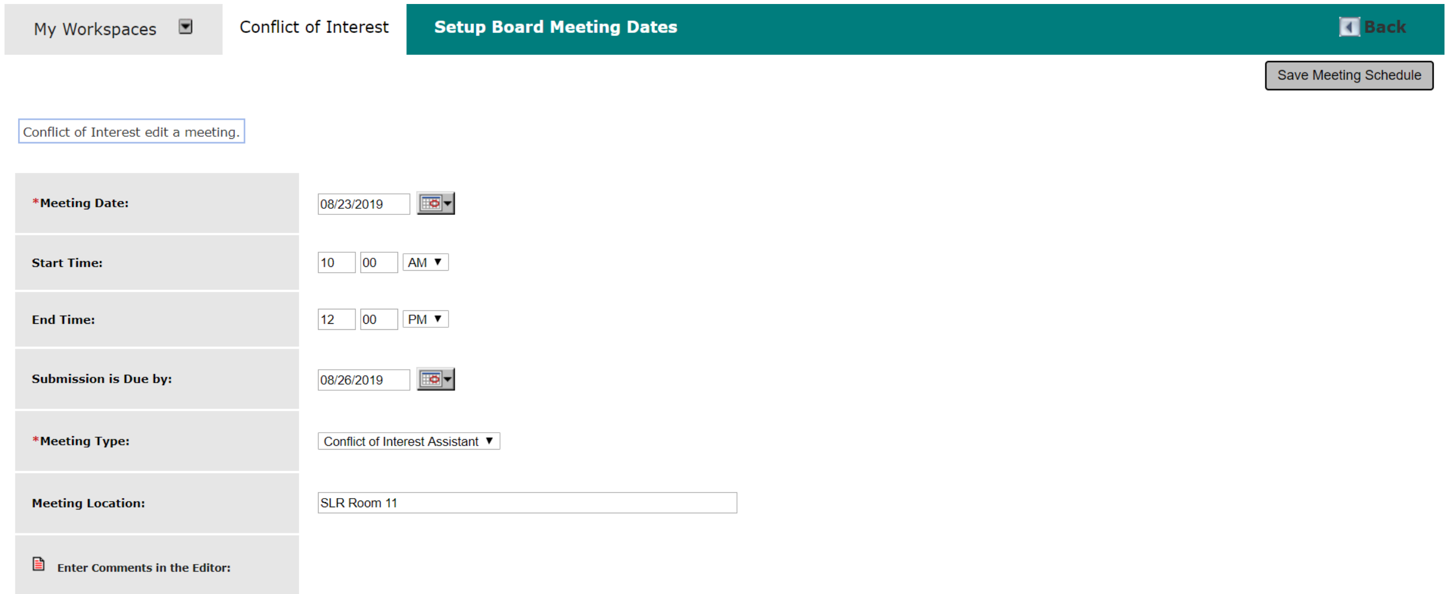


Conflict of Interest list of meeting dates.

14 result(s) found... 1 - 10

Delete	Edit	Meeting Date	Submission Due By	Committee Name	Location	Start Time	End Time
		08/22/2019	08/30/2019	Conflict of Interest Assistant	Genomics 46A	11:00 AM	1:00 PM
		08/23/2019	08/26/2019	Conflict of Interest Assistant	SLR Room 11	10:00 AM	12:00 PM

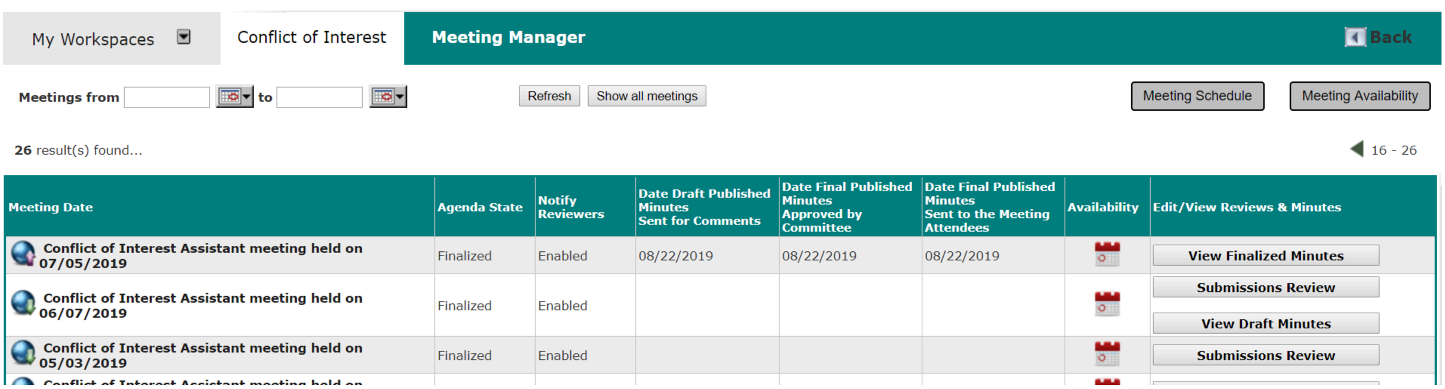
You can edit the details of any meeting set up in the system by clicking on the icon located in the **Edit** column.



A new page will open, allowing you to modify any of the details for the meeting. Make any necessary changes, and then click on the **Save Meeting Schedule** button to return to the list of meetings.

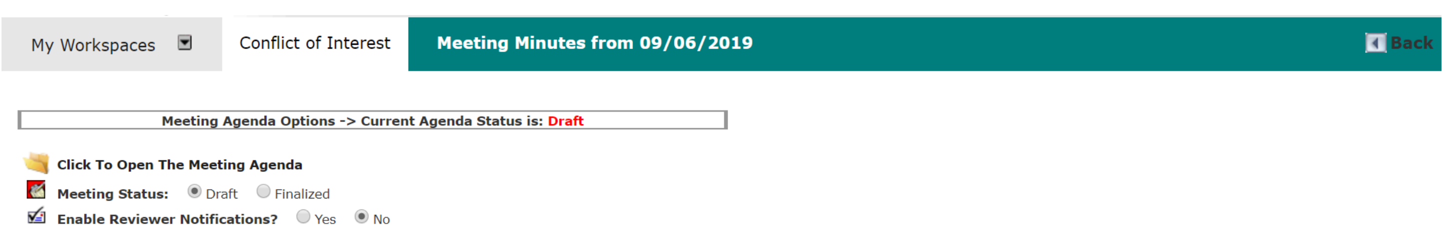
Meeting Agenda/Meeting Minutes

You can prepare a certain meeting by clicking on the link for the meeting date. This will allow you to set the agenda status, enable reviewer notifications, generate your meeting agenda, and, once a meeting has taken place, you will be able to generate and send out the minutes.



Meeting Agenda

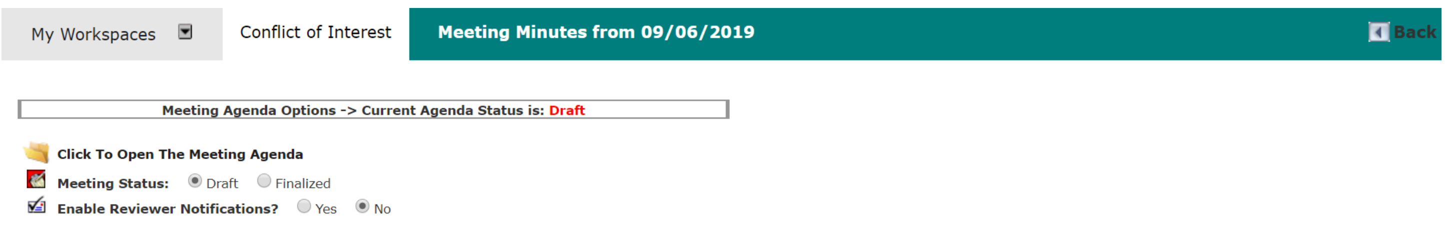
Click on the name of the meeting under the column **Meeting Date**.



A new page will open, displaying meeting agenda options for the meeting date you selected. If you have not generated the meeting agenda for this meeting yet, the page will display as shown in the screenshot above. You can access the

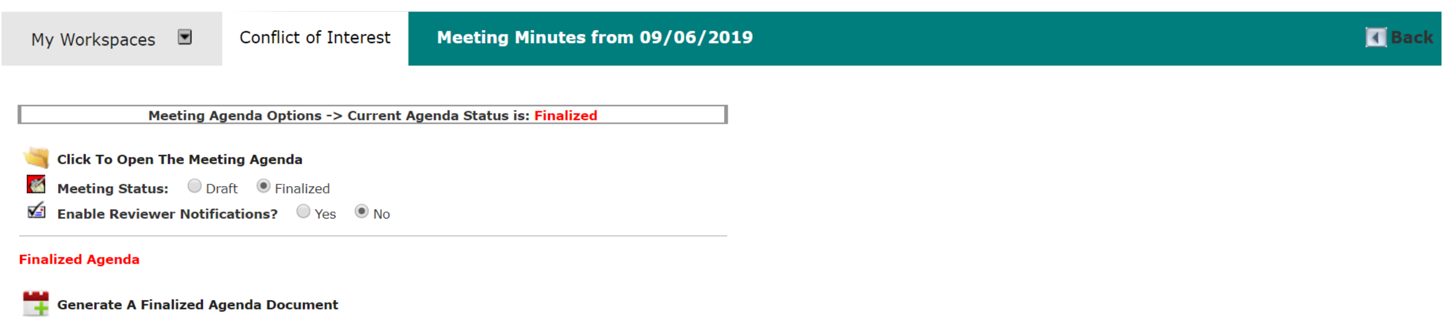
Meeting Agenda page in iRIS by clicking on the link next to the yellow folder that reads **Click to Open the Meeting Agenda**.

This will open the Meeting Agenda, allowing you to make any changes to the agenda before generating the agenda template. For more information about this page, see the Meeting Agenda section of the manual. Click the **Back** button to return to the previous page.

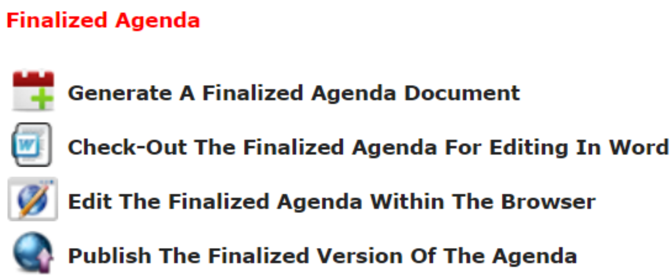


Meeting Status – When you are ready to generate the meeting agenda, set the status from **Draft** to **Finalized**.

Enable Reviewer Notifications – When you are ready to notify reviewers with board review assignments for a meeting date, switch this status from No to Yes. As soon as you set this option to Yes, assigned reviewers will receive an email notification with their board reviewer assignments, as well as receive a homepage task. At this point, you will also be able to send out the published version of the agenda to the board members.



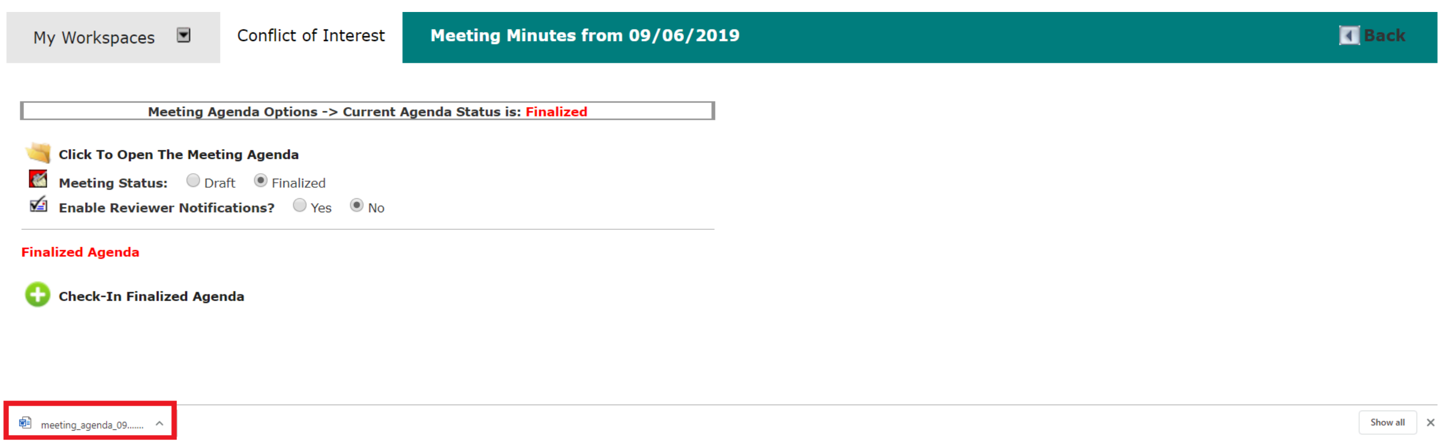
A Finalized Agenda area will display underneath the Meeting Agenda Options once you change the Meeting Status from Draft to Finalized. Click the **Generate A Finalized Agenda Document** link.



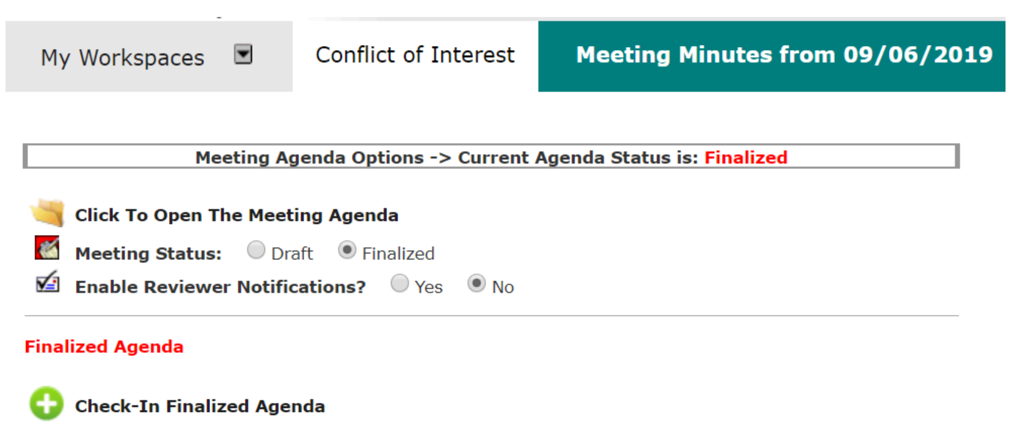
iRIS will grab your Meeting Agenda Template as it has been set up under Review Board Administration > Setup Finalized Agenda Document Template. This is a Microsoft Word document that uses merge codes to pull in specific information about the meeting and items placed on that meeting. When the agenda template is generated, the screen will refresh, and you will see three new links available.

Check-Out The Finalized Agenda For Editing In Word – After you generate your agenda, you can check the document out to make any edits on your computer using Microsoft Word. Click on this link.

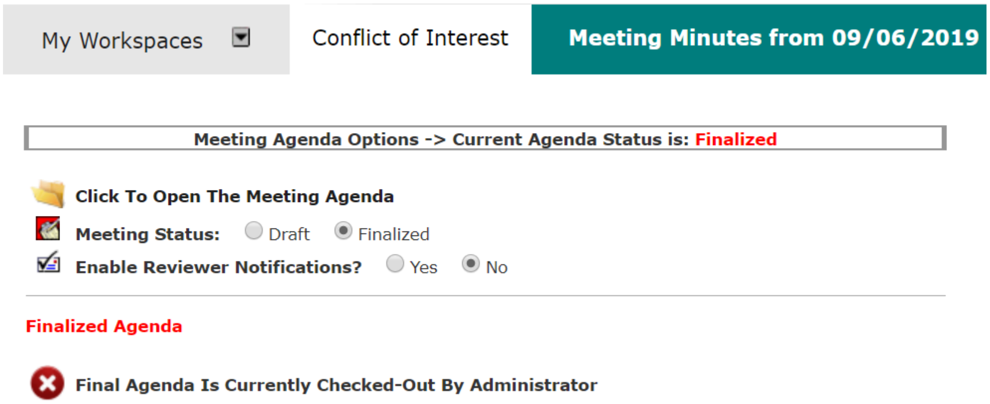
Depending on your browser, a pop-up window might appear with information about where to save the downloaded file to, or the file will automatically download. You will want to make sure you save the document to a location on your computer that you will remember. Below is an example of a download made in Google Chrome.



The screen will change to show only the option to **Check-In Finalized Agenda.**

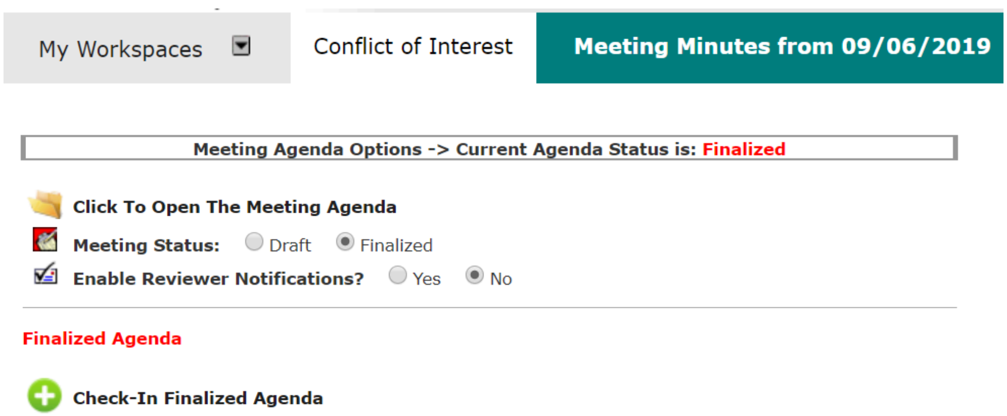


If you have the document checked out, you will not be able to do anything more with the agenda template until you check it back in. If another user views this page while the agenda document is checked out, they will see that it is checked out, along with the name of the user who currently has this document checked out. They will not be able to view, modify or publish the agenda until the document is checked back in.

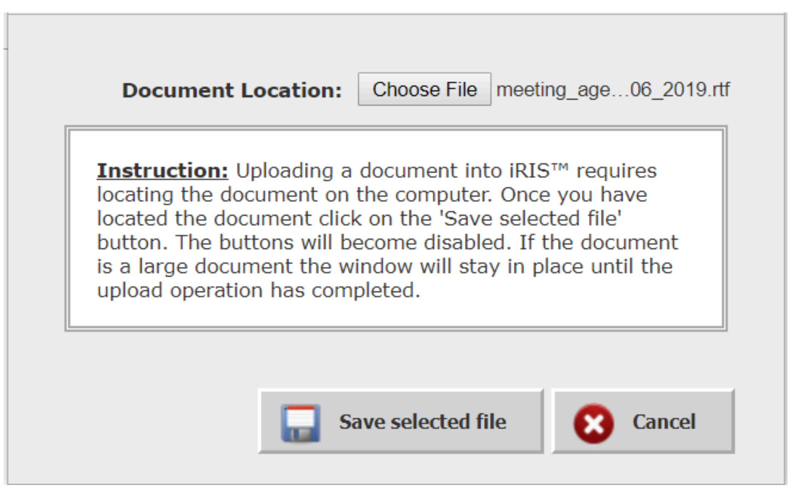


Once you make any necessary edits to the agenda in Microsoft Word on your computer, you can check it back into iRIS.

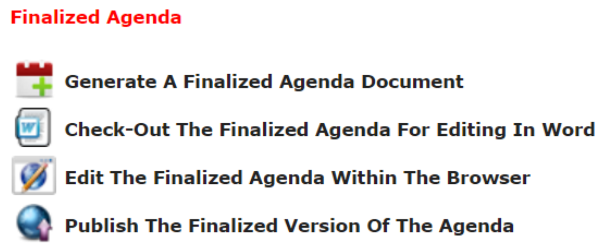
Navigate back to the meeting page for the meeting date.



Click the link **Check-In Finalized Agenda**.

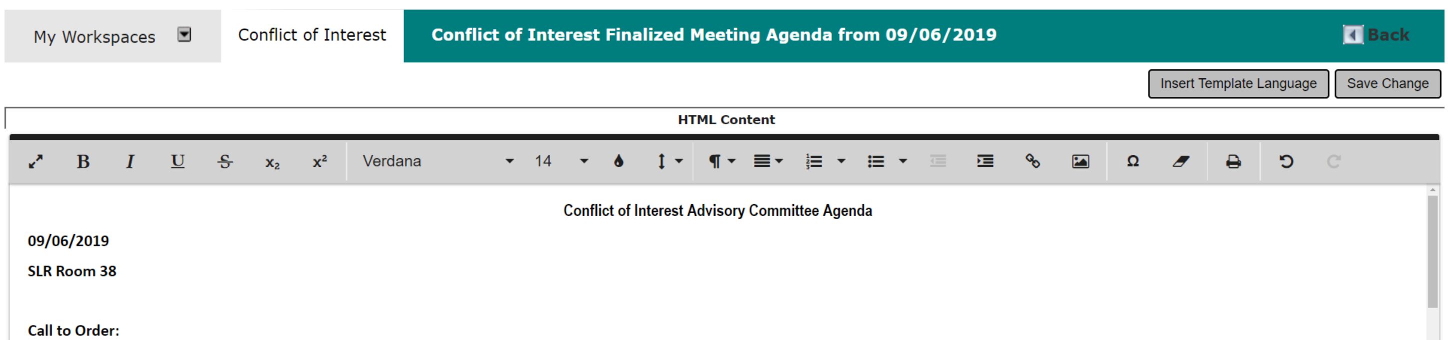


A pop-up window will open, allowing you to browse your computer for the agenda document you would like to upload. Click the **Save selected file** button once you specify the document location. If you do not want to upload the document, click on the **Cancel** button.



After you save the file, the links will be restored to the page and you will be able to continue to work on publishing the agenda.

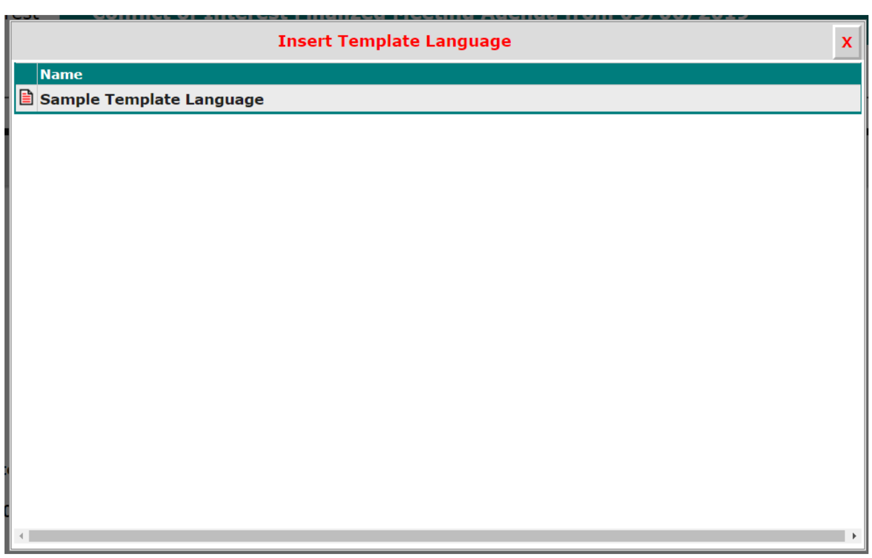
Edit The Finalized Agenda Within The Browser – You can click on this link to view the generated agenda as well as make changes to the document without having to check it out to your computer.



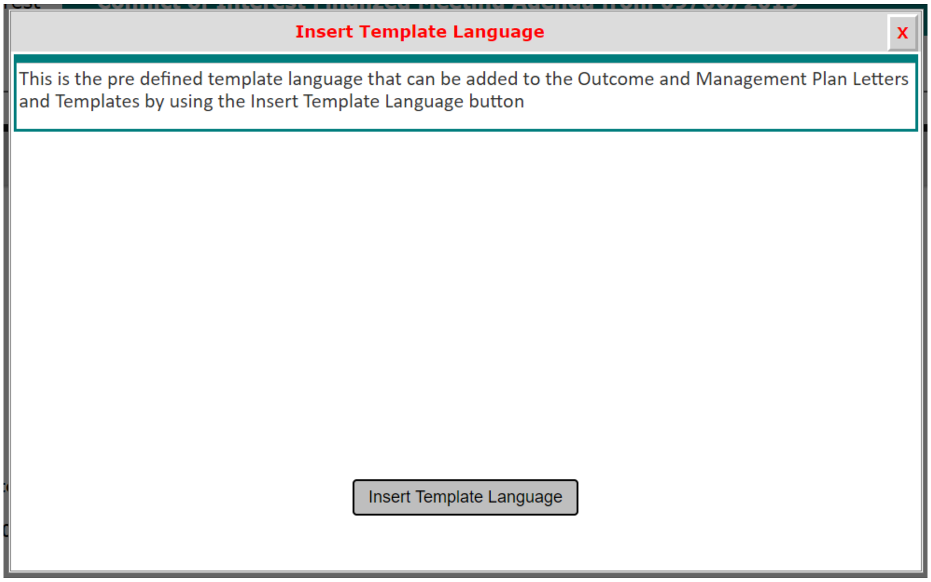
A new page will open with an embedded rich text editor tool containing the generated agenda.

You may make any changes needed to the document by typing in or copying and pasting in text.

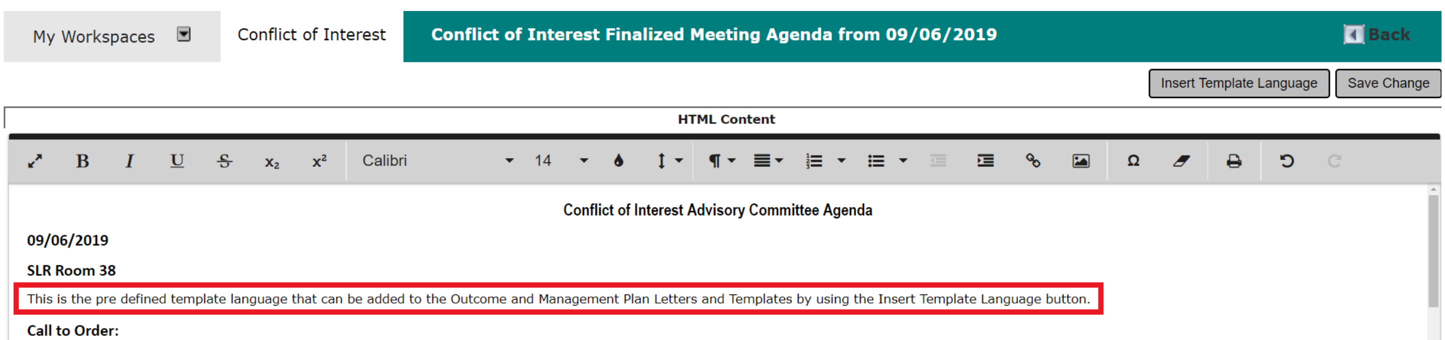
You can also insert pre-defined template language if needed. Click on the **Insert Template Language** button.



A small pop-up window will open, containing a list of available language. These template languages are set up under Review Board Administration > Setup Template Language. In the window above, select the template language you would like to insert.



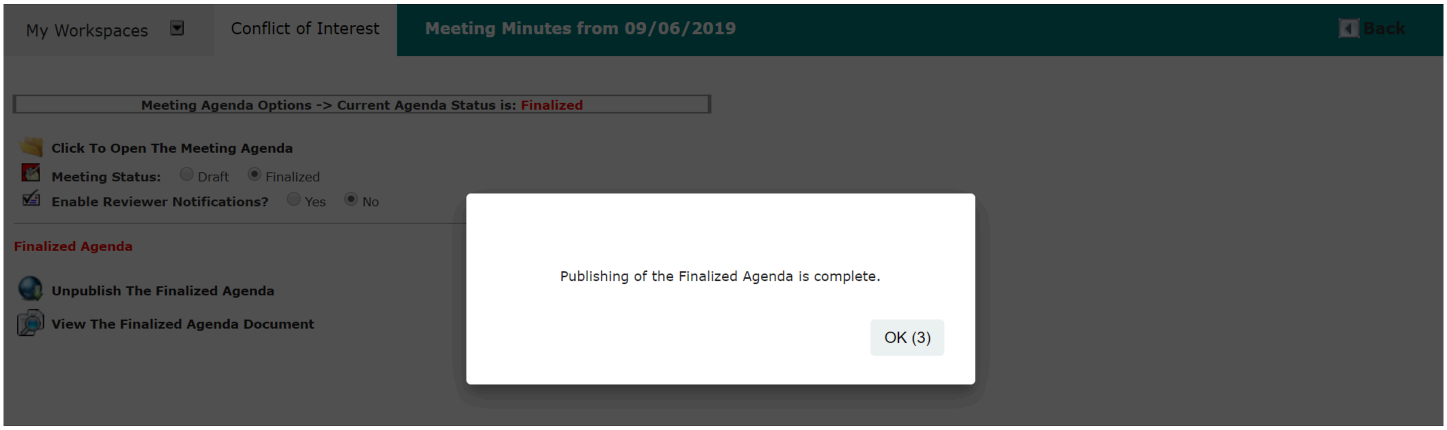
The window will update, displaying the full content of the template language. If this is the language you would like to merge into the agenda document, make sure you position your cursor at the location in the agenda document where you want the language to appear. Then, click on the **Insert Template Language** button.



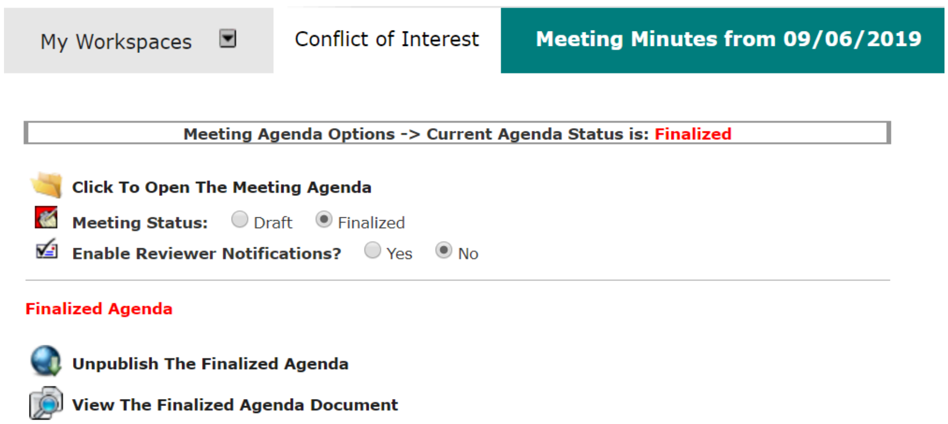
The meeting agenda page will refresh, and the language will be inserted in the document where you had positioned the cursor.

When you are done editing the agenda document, click on the **Save Changes** button at the top right of the page to save your work and return to the previous screen.

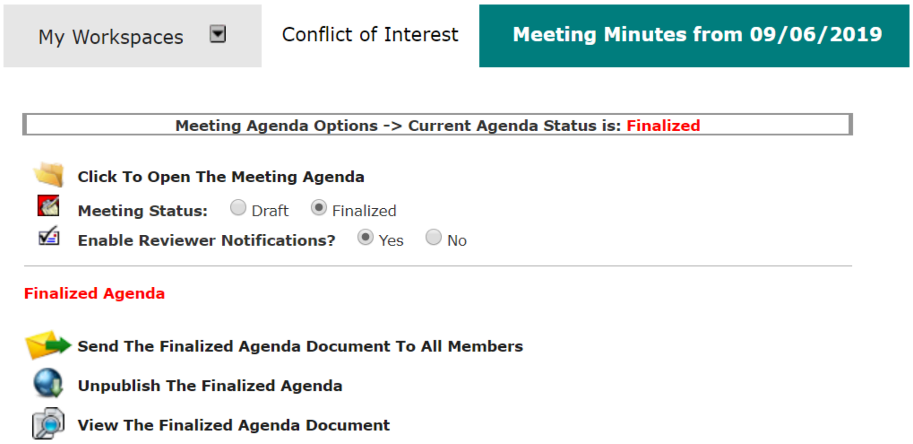
Publish The Finalized Version Of The Agenda – This should be done after making any necessary edits. Whether you checked out the document or edited it within the browser, you are ready to publish the agenda.



When you publish the agenda, the screen will pause for several moments (depending on the size of your agenda document). There will be wait screen depending on the size of your agenda document. At this time, iRIS is taking the Word document version of the agenda and converting it to a PDF. After it has been published, you will receive a confirmation message like one seen above.



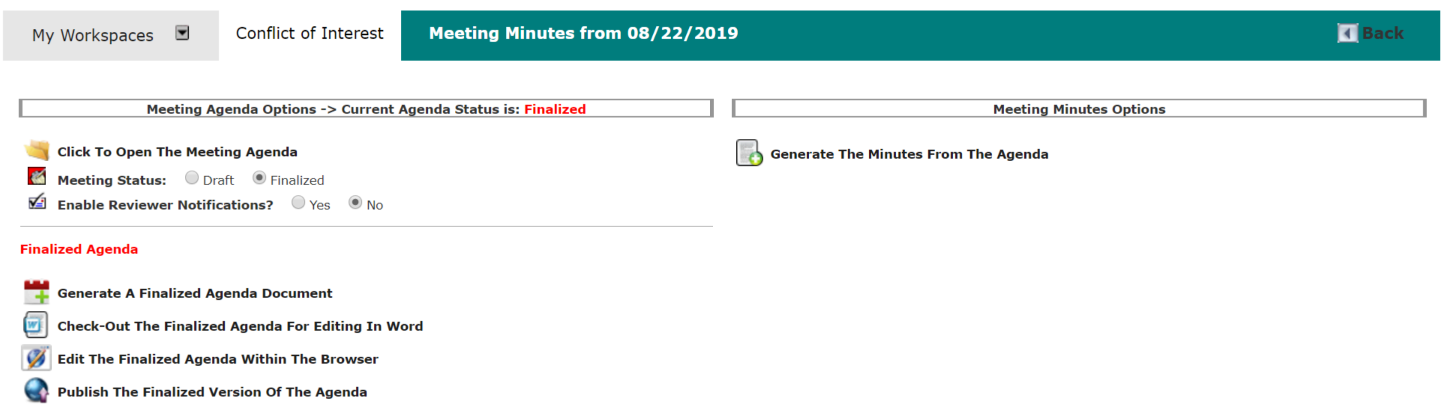
The links on the page will change when the conversion is complete. When you publish the agenda, the agenda is locked down to editing, as the agenda is ready to be sent out to members. You can click the **Unpublish The Finalized Agenda** link to reset the agenda. This will refresh the screen and allow you to check out the agenda document again or edit it within the browser. When you are finished making your changes, you will want to publish the agenda again. You can also click the **View The Finalized Agenda Document** button to see the agenda document in a PDF version. Clicking this link will open the document in a new window.



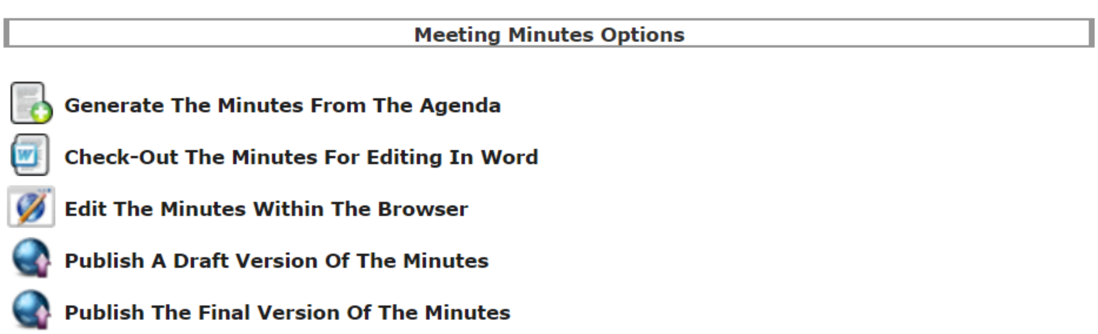
Send The Finalized Agenda Document To All Members – Click this link to email the published agenda template to all board members in preparation for the meeting. This option will only display if **Enable Reviewer Notifications** is set to "Yes" and you have published the agenda.

Meeting Minutes

Once the day of the meeting is in the past, a new area will populate on the page called "Meeting Minutes Options" and you can generate the minutes for that particular meeting. You will be able to generate a Minutes document similar to the meeting agenda template, and you can also edit the document and publish it. After the minutes are published, you will be able to include the minutes in a future meeting motion for approval.



Begin by clicking the **Generate The Minutes From the Agenda** link.

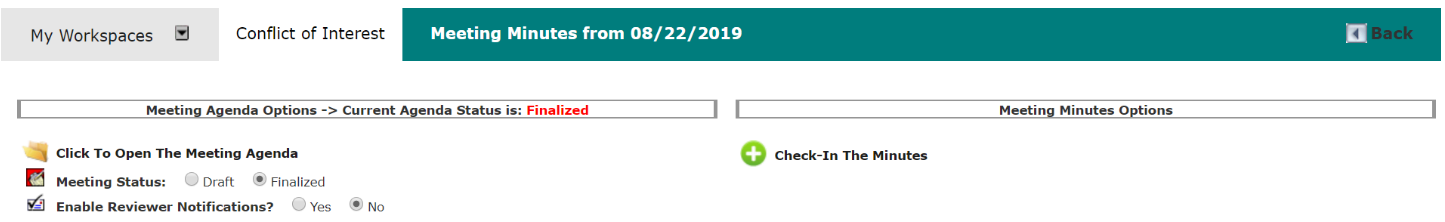


iRIS will grab your Meeting Minutes Template, as it is setup in Review Board Administration > Setup Meeting Minutes Template. This is a Microsoft Word document that uses merge codes to pull in specific information about the meeting and items placed on that meeting. When the minutes template is generated, the screen will refresh, and you will see four new links available.

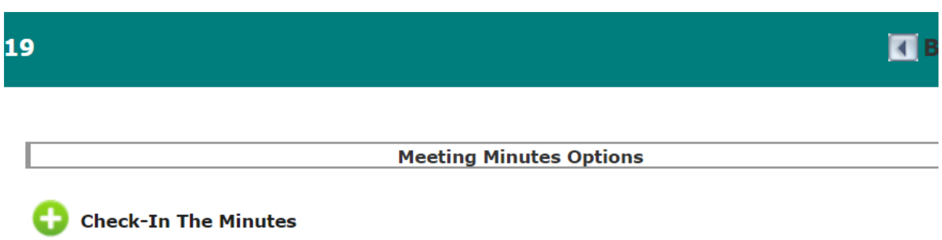
Check-Out The Minutes For Editing In Word – After you generate your minutes, you can check the document out to make any editions on your computer using Microsoft Word. Click on this link.

Depending on your browser, a pop-up window might appear with information about where to save the downloaded file to, or the file will automatically download. You will want to make sure you save the document to a location on your computer that you will remember.

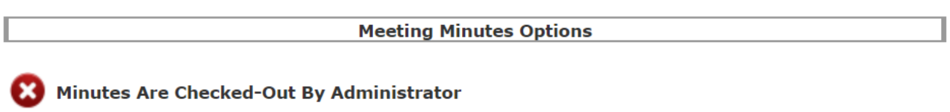
Once this is complete, you need to click on the **Complete Checkout** button within the browser. If you did not want to check out the document, click the **Cancel** button. This will return you to the previous page without checking out the minutes document.



If you have the document checked out, you will not be able to do anything more with the minutes template until you check it back in. The screen will display only one link, **Check-In The Minutes**.



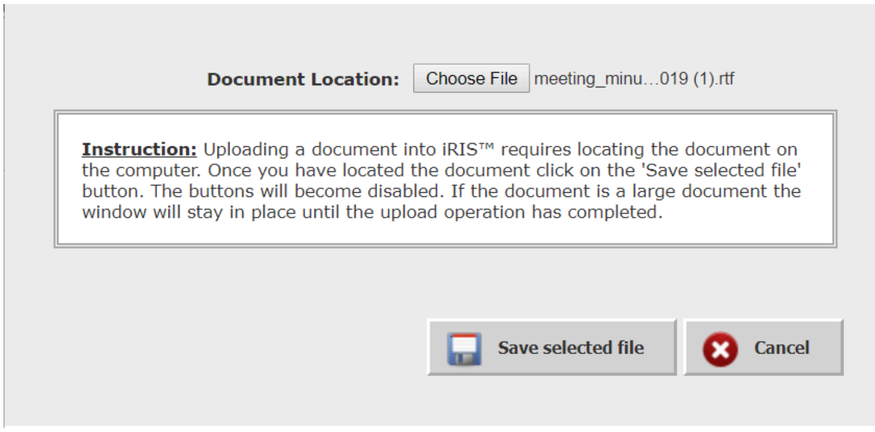
If another user views this page while the minutes document is checked out, they will see that it is checked out, along with the name of the user who currently has the document checked out. They will not be able to view, modify, or publish the minutes until the document is checked back in.



Once you make any necessary edits to the minutes in Microsoft Word on your computer, you can check it back into iRIS. Navigate back to the meeting page for the meeting date.

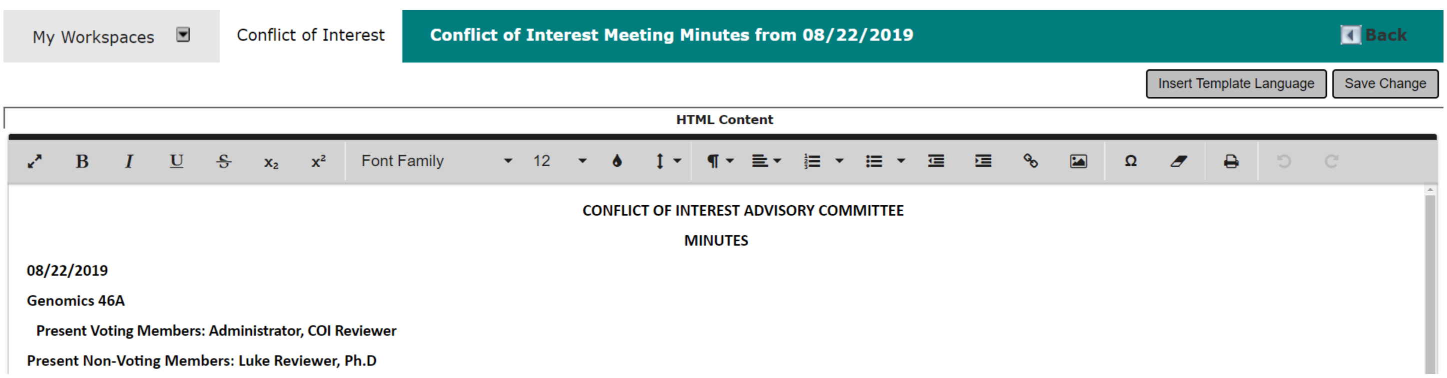
Click the **Check-In The Minutes** link.

A pop-up window will open, allowing you to browse your computer for the minutes document you would like to upload. Click the **Save selected file** button once you specify the document location. If you do not want to upload the document, click on the **Cancel** button.

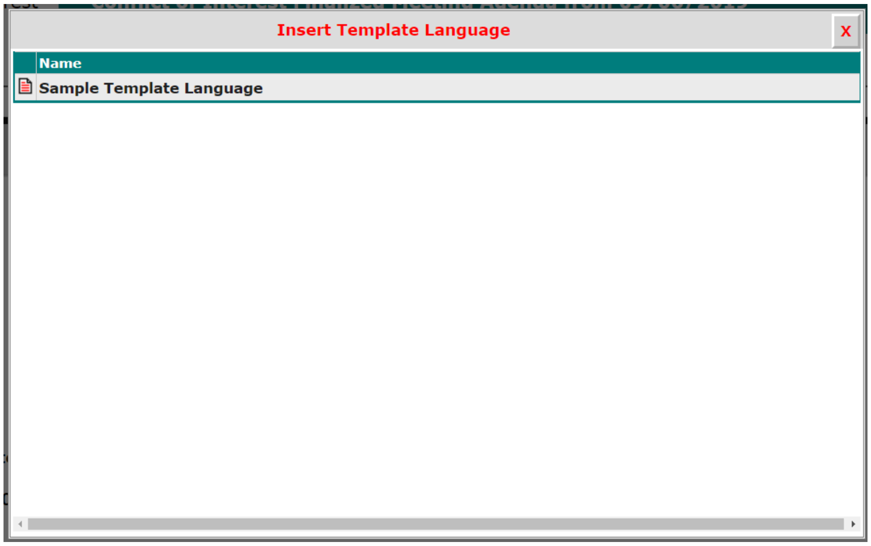


After you save the file, the links will be restored to the page and you will be able to continue to work on publishing the minutes.

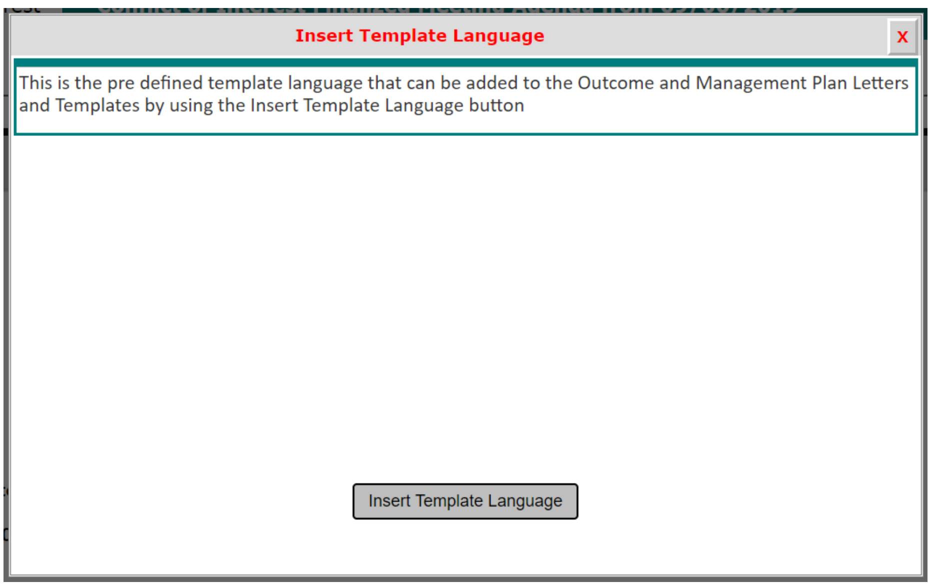
Edit The Minutes Within The Browser – You can click on this link to view the generated minutes as well as make some changes to the document without having to check it out to your computer.



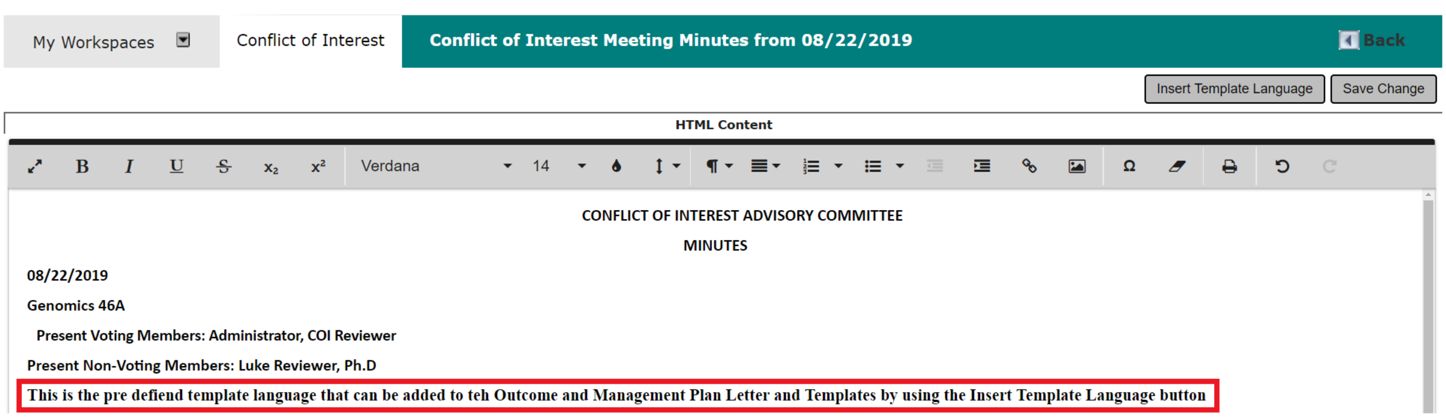
A new page will open with an embedded rich text editor tool containing the generated minutes. You may make any changes needed to the document by typing in or copying and pasting in text. You can also insert pre-defined template language if needed. Click on the **Insert Template Language** button.



A small pop-up window will open, containing a list of available language. Template language is set up under Review Board Administration > Setup Template Language. In the window, click on the template language you would like to insert.



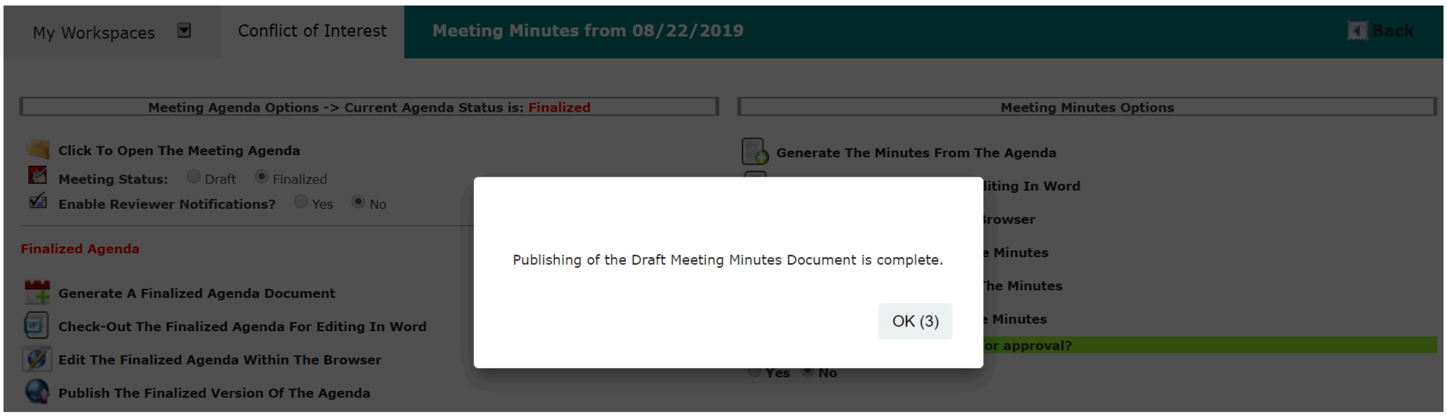
The window will update, displaying the full content of the template language. If this is the language you would like to merge into the minutes document, make sure you position your cursor in the location in the minutes document where you want the language to appear. Then, click the **Insert Template Language** button.



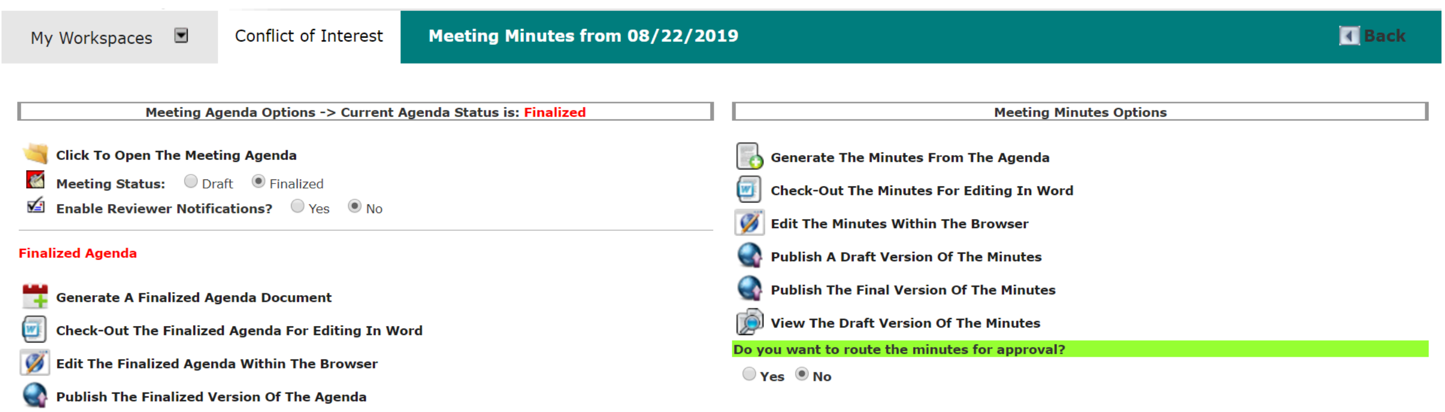
The meeting minutes page will refresh, and the language will be inserted in the document where you had positioned the cursor.

When you are done editing the minutes document, click on the **Save Changes** button on the top right of the page to return to the previous screen.

Publish A Draft Version Of The Minutes – You can publish a draft version of the minutes if you need to send out the draft to the board members for review.



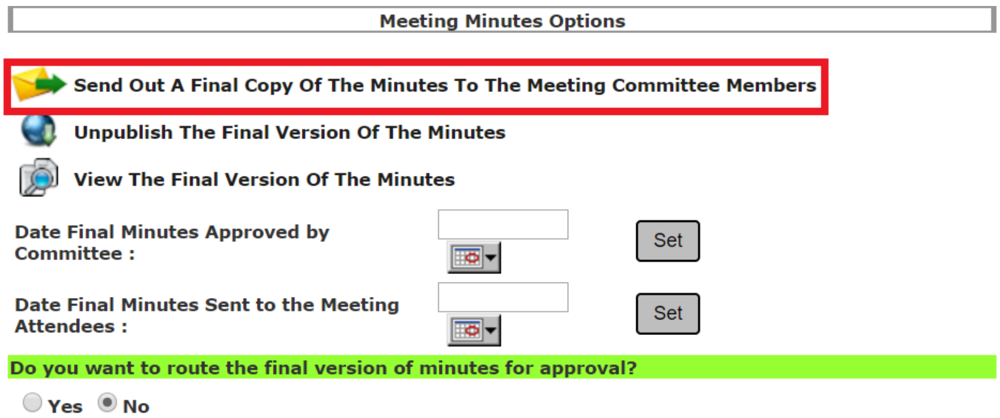
When you publish the Draft Meeting Minutes, the screen will pause for several moments (depending on the size of your Draft Meeting Minutes document). There will be wait screen depending on the size of your Draft Meeting Minutes document. At this time, iRIS is taking the Word document version of the Draft Meeting Minutes and converting it to a PDF. After it has been published, you will receive a confirmation message like one seen above.



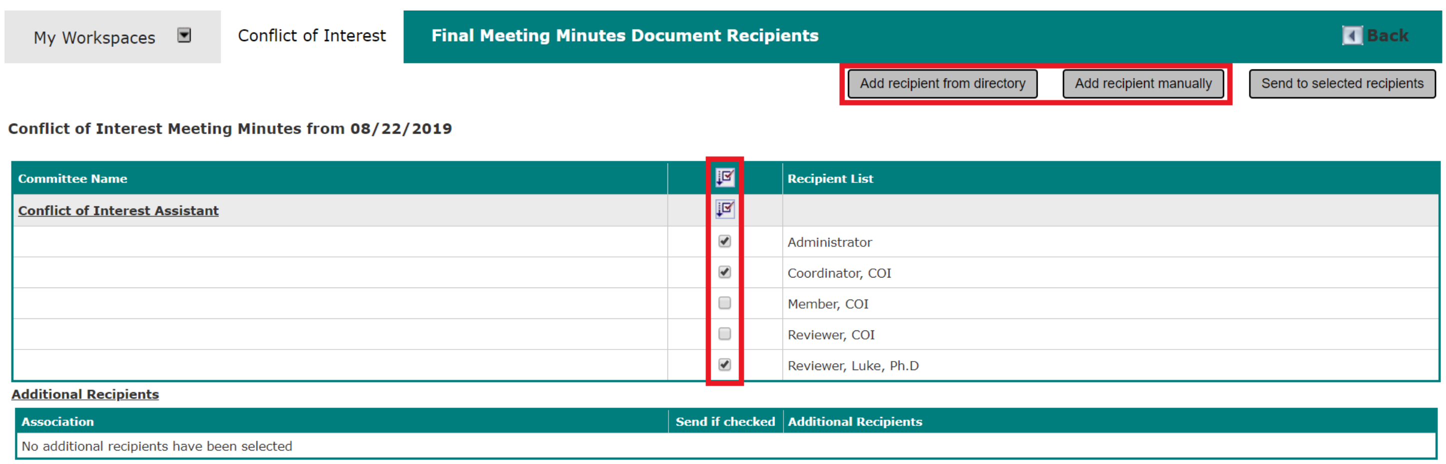
The links on the page will change when the conversion is complete. When you publish the draft minutes, the minutes template is still available for editing. You will just need to make sure that if you modify the minutes that you publish the draft version of the minutes again. There are several options available to you at this point. Each is described below.

Publish The Final Version Of The Minutes – Click on this link when you are ready to publish a finalized version of the minutes. This would mean that you have verified the minutes are complete and ready to be approved by the board. When you click on this button, the system will generate a PDF version. The page will refresh, and you will no longer be able to modify the minutes. You will need to unpublish the minutes, make your changes, and then publish the minutes again.

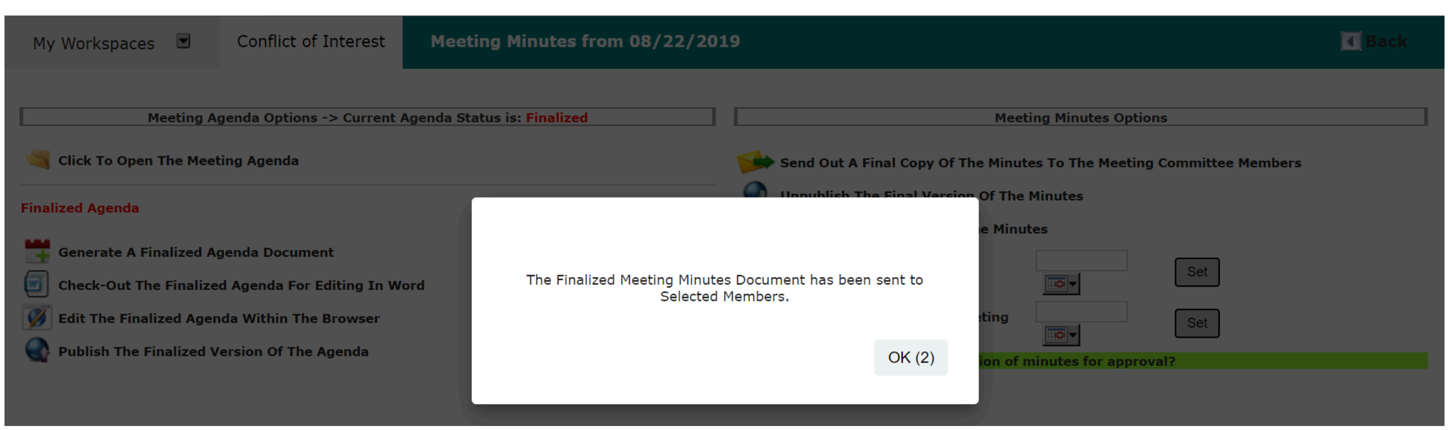
Send Out A Copy Of The Draft Minutes To The Meeting Committee Members – If you would like to send a copy of the Draft Minutes to the committee members, click on this link.



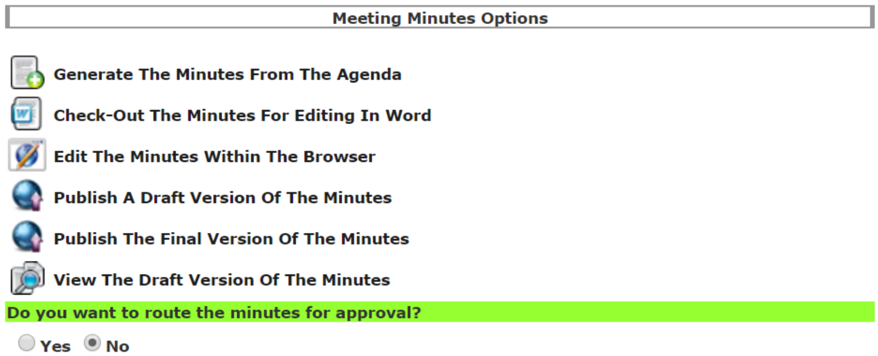
You can select which users will receive the email by clicking on the checkbox by their name. Those who are on the committee will populate under "Recipient List". You can also add other recipients from the system directory manually by clicking on the **Add recipient from directory** and **Add recipient manually** buttons.



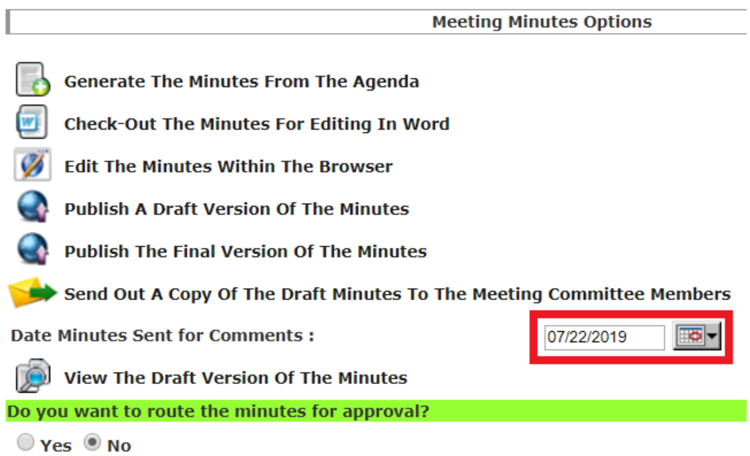
When done adding all the recipients, click **Send to selected recipients** to send the email. The system will generate an email with the Draft Minutes PDF attached and will send it to all specified recipients.



When you click on this link, a pop-up message will indicate that an email was sent.

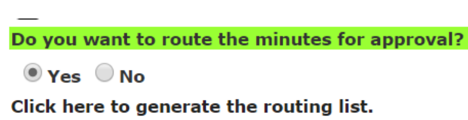


After the page refreshes, a date field will populate underneath the link used to send the draft minutes. This date field will populate with the date on which the draft minutes were sent out.

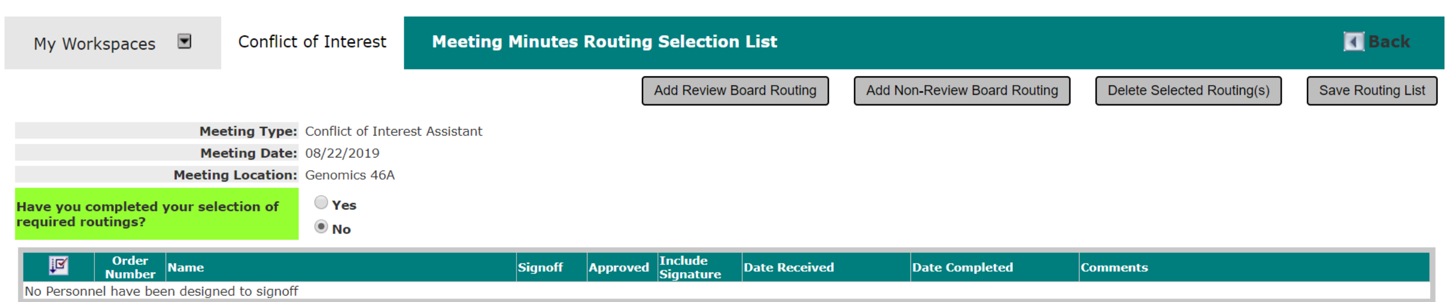


View The Draft Version Of The Minutes – You can view the PDF version of the Draft Minutes by clicking on this link. The PDF will open in a separate window.

Do you want to route the minutes for approval? – You can email the minutes to a specific member or a group of members for review. Set this from No to Yes to get started.

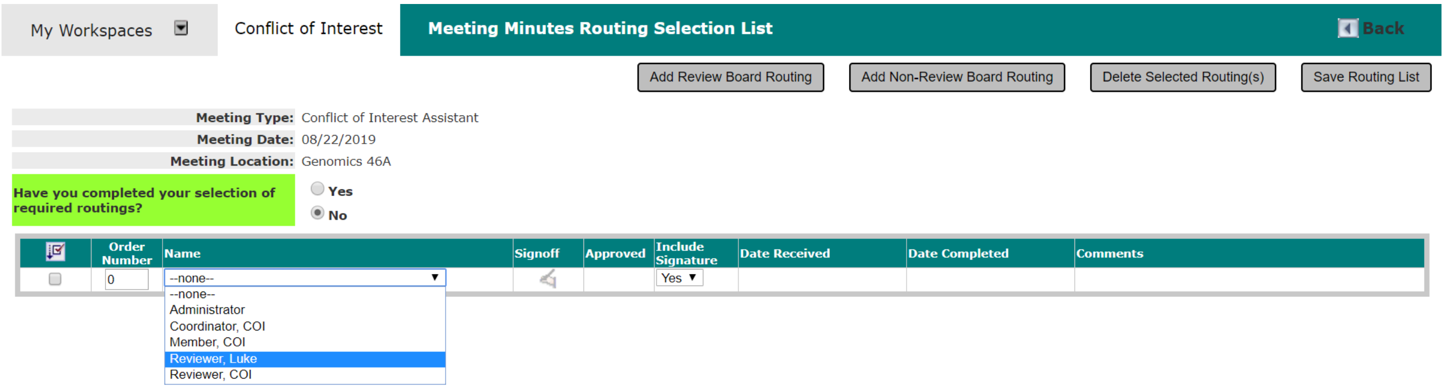


The **Click here to generate the routing list** link will populate on the page.

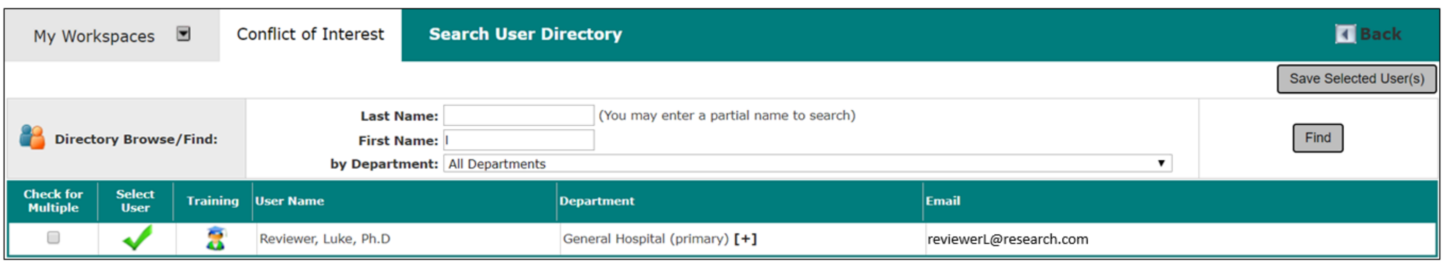


A new page will open when you click on the link. This page allows you to specify the member or members who need to review the draft minutes. There are two ways to add a user to approve and signoff on the draft minutes:

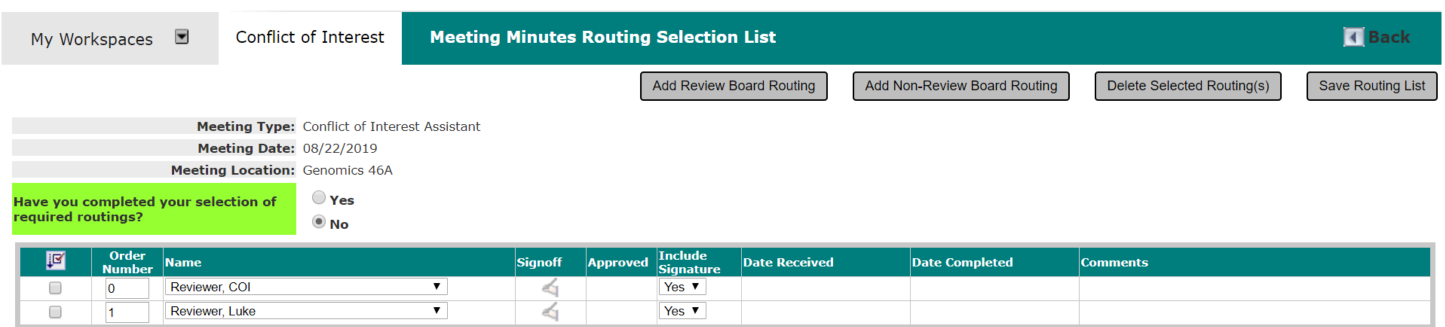
1. **Add Review Board Routing** – This allows you to choose from any COI board member.



2. **Add Non-Review Board Routing** – This allows you to choose any user in the iRIS database, regardless of their access to the COI Office.



After selecting the users required to signoff, their records will appear as shown in the screen shot below.



Below is a description of the columns on this page.

Order Number – Specifies who will receive the signoff task first. Users with the same order number will receive the task at the same time.

Name – This is the name of the Board Member (selected from the drop-down menu) being assigned to review the minutes.

Signoff – This column is used for the currently logged-in user. An icon will populate in this column for each personnel. If you are looking at this page and are selected as the signoff personnel, the icon next to your name will become editable, and you will be able to sign off on the minutes by selecting this icon.

Approved – This area will display the status of the minutes after the user has approved or denied it.

Include Signature – If this field is set to “Yes,” the user’s electronic signature will be required when they approve the minutes.

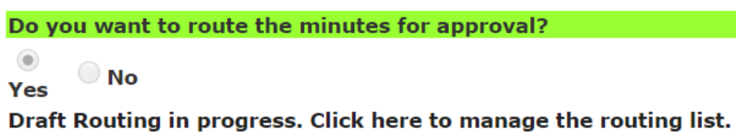
Date Received – The date the user receives the minutes for signature.

Date Completed – The date the user applied their electronic signature.

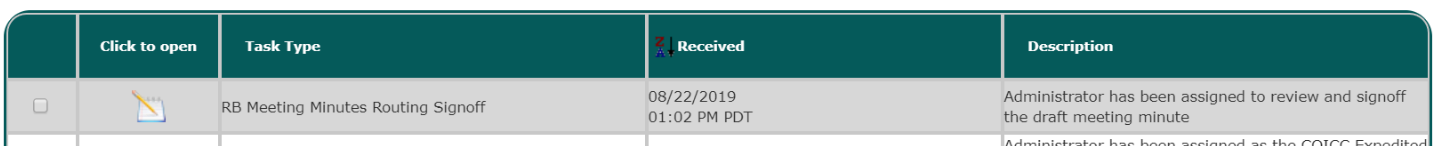
Comments – Any comments the user may have entered here upon signoff.

Delete Selected Routing(s) – This button deletes all users selected for signoff via the checkboxes next to their name.

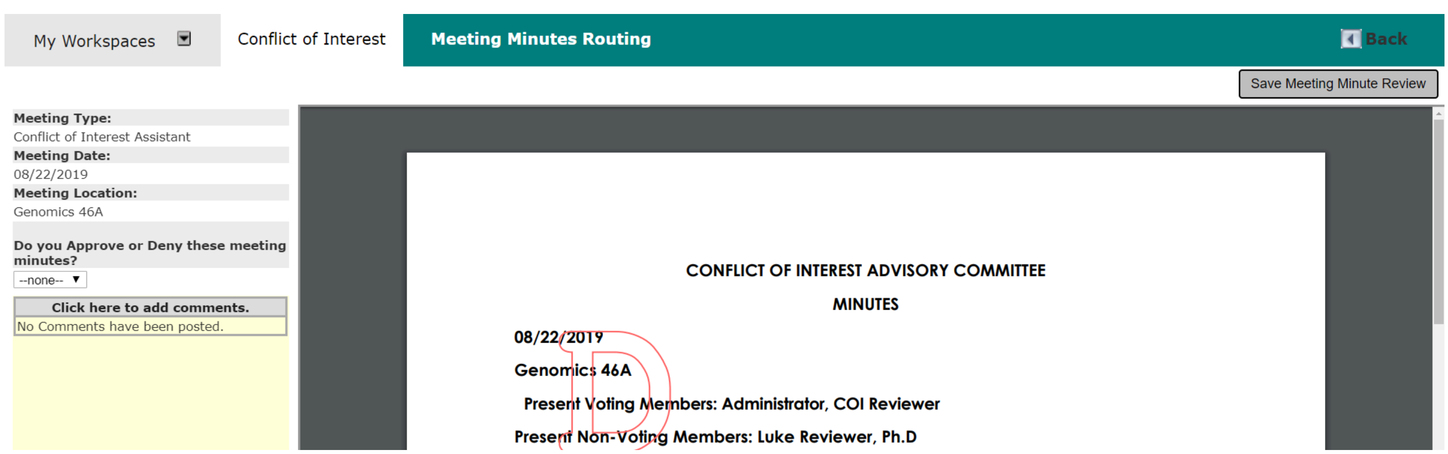
Once all routing selections are made, select the “Yes” radio button next to the **Have you completed your selection of required signatures?** field. This will enable the users selected to signoff. Navigating back to the previous screen, the link has updated to reflect the current status of the routing.



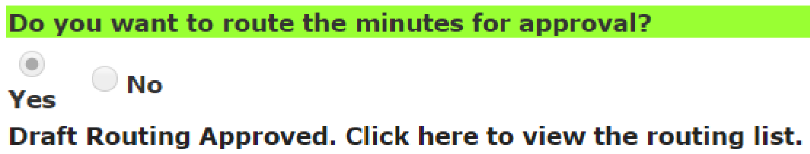
Any user assigned to review the draft minutes will receive a task on their homepage in the **RB Meeting Minutes Routing Signoff** group.



A new page will open when the user opens their task. The page will display the PDF within the browser and show details to the left of the PDF.



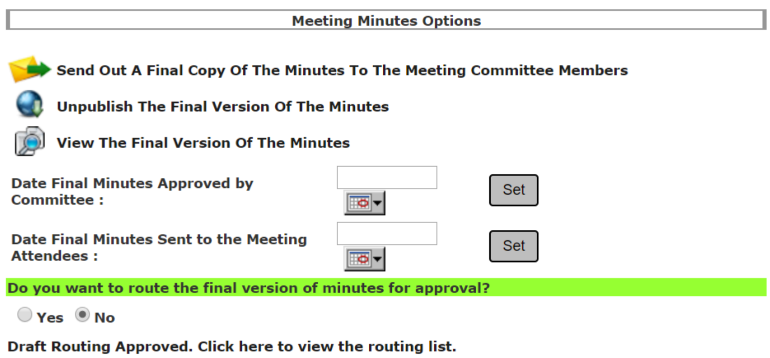
The Meeting Type (the committee name), Meeting Date, and Meeting Location all display at the top of the page. An Approve or Deny option is available in the drop-down list. The user will need to select one or the other and then apply their electronic signature if they are approving the draft minutes. Comments can also be added within this page. After adding the necessary information, the user must click the **Save Meeting Minute Review** button.



This will cause the status of the routing to update. If the draft minutes are approved, you may continue with processing the minutes. If the minutes were denied, you can open the link to view any comments the reviewer may have left. To make any corrections, you would need to regenerate the minutes and publish another draft version of the minutes.

Publish The Final Version Of The Minutes – After any necessary draft minutes are published, sent out, reviewed and approved (if necessary), you can then move on to publishing the finalized version of the minutes.

When you publish the minutes, the screen will pause for several moments (depending on the size of your minutes document). At this time, iRIS is taking the Word document version of the minutes and converting it to a PDF.



The links on the page will change when the conversion is complete. When you publish the final version of the minutes, the minutes are locked down to editing, as the minutes are ready to be approved by members. You can click the **Unpublish The Final Version Of The Minutes** link to reset the minutes. This will refresh the screen and allow you to check out the minutes document or edit it within the browser. When you are finished making your changes, you can publish the final minutes again. You can also click the **View The Final Version Of The Minutes** link to see the minutes document in a PDF. Clicking this link will open the document in a new window.

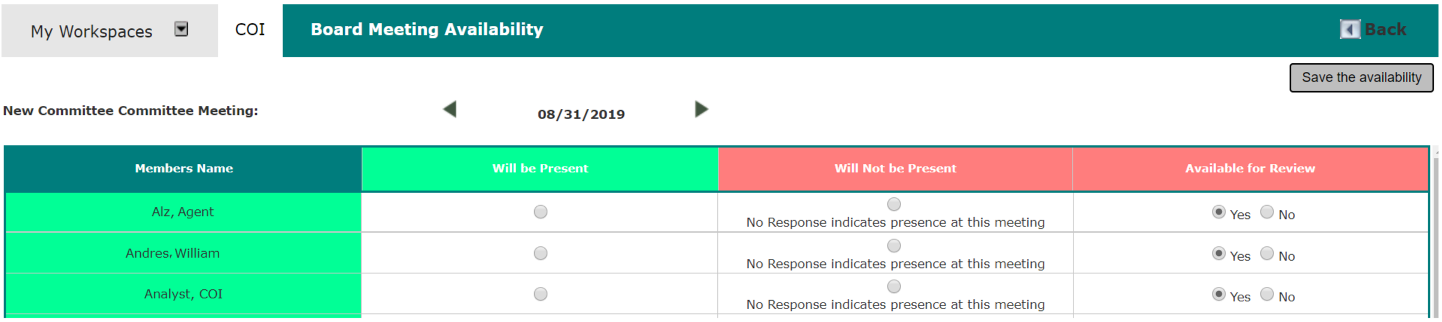
The **Date Final Minutes Approved by Committee** field will populate beneath the link to view the minutes. This date will update with the date the minutes were approved by the committee. This is done when a motion is created on the Meeting Agenda page that pulls in the minutes from this meeting. You can also manually set the approval date by selecting a date and clicking on the **Set** button.

If you **Send Out a Final Copy Of The Minutes To The Meeting Attendees**, the **Date Final Minutes Sent to the Meeting Attendees** field will auto-populate with the date the minutes were sent. You can also enter a date manually. Be sure to click the **Set** button to save the date in this field.

Once you publish the final version of the minutes, there is typically nothing left that needs to be done to the minutes, unless they are denied at a meeting. In that case, you would unpublish the minutes, make any changes, and publish them again so they can be voted on again.

Meeting Availability

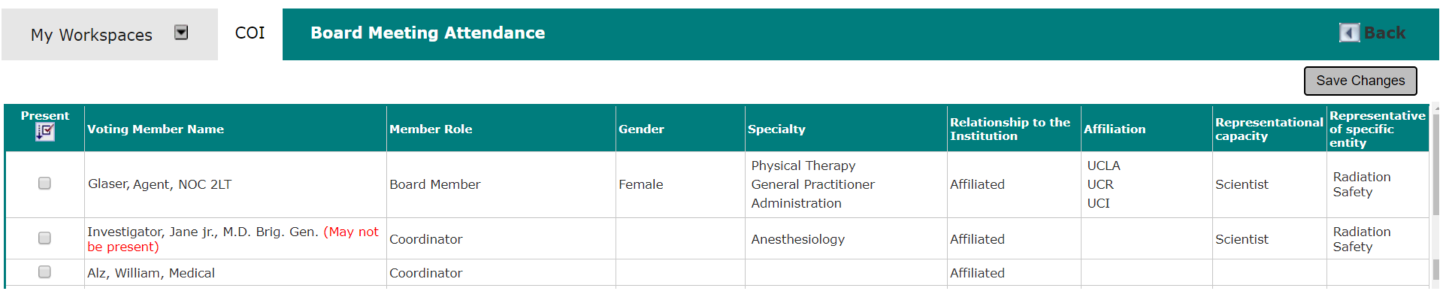
Meeting Availability allows a user to indicate their availability for any future board meetings.



If you log in to Meeting Availability as a COI Coordinator, each meeting date will appear on a single page. You can switch between dates by clicking the arrows next to the date at the top of the screen. Each member of the board will display on the page with three columns to the right of their name. You can set a member's availability for a certain meeting date by marking a response in any of the three columns.

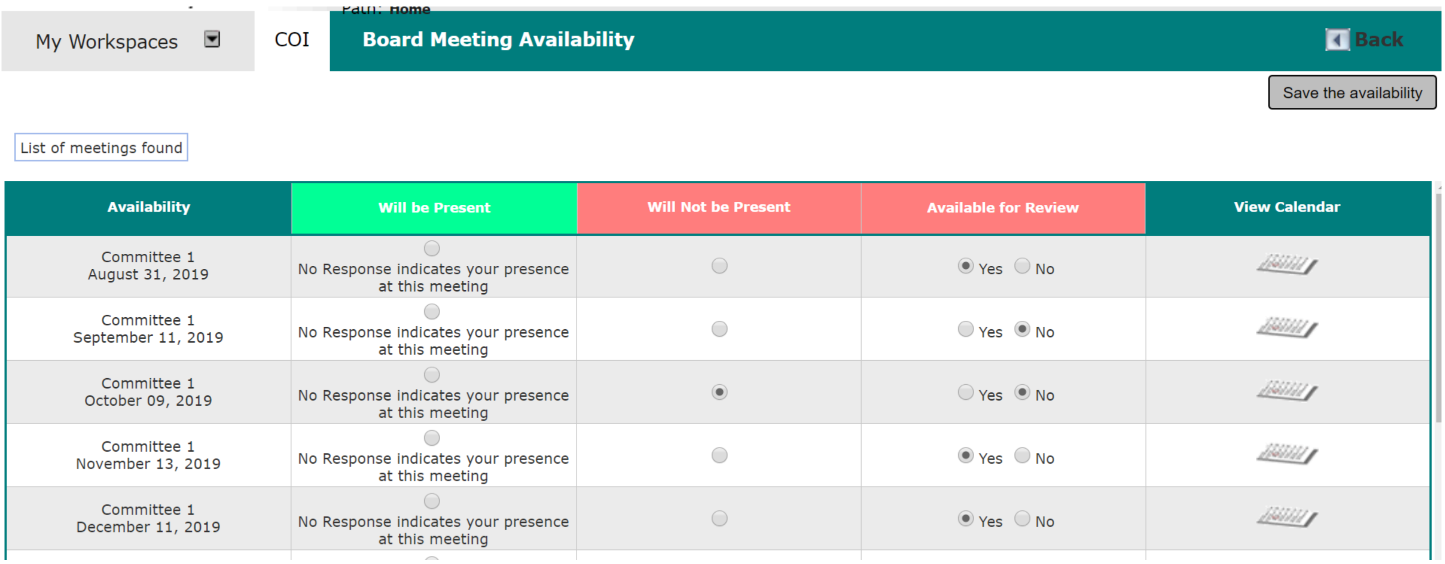
Will be Present – Select this if the member will be at the meeting.

Will Not be Present – Select this if the member will not be attending the meeting. Note that if a selection is not made in this column, it will indicate that the member will be present at the meeting. If this selection is flagged, the user's name will be flagged in the Member Attendance section of the Meeting Agenda page as "May not be present" (see the screenshot below).

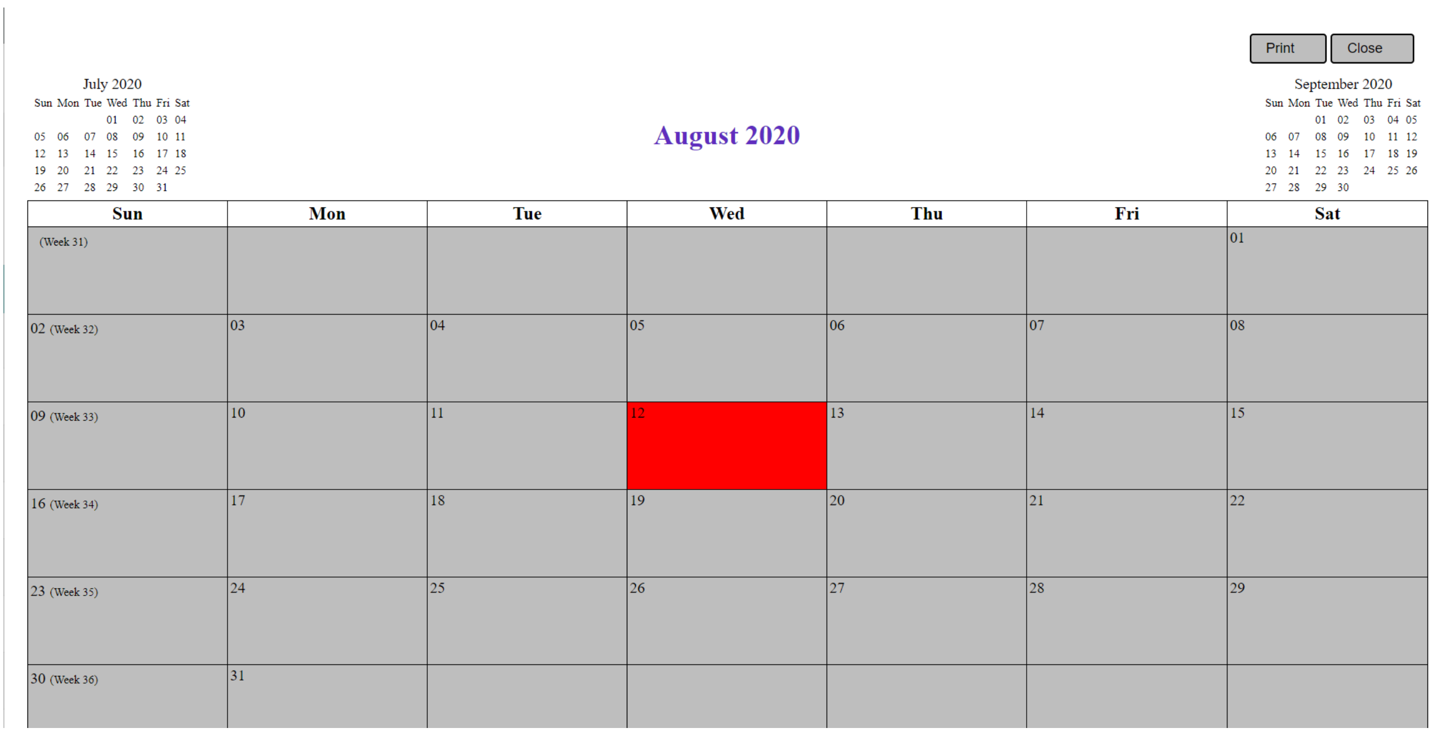


Available for Review – If a member has indicated that he or she will not be available for reviewing assignments, set this from Yes to No.

If you login to the system with a non-administrative role, you will only be allowed to set your availability for upcoming meetings in this page.



Each meeting will be listed with the same options: Will be Present, Will Not be Present, and Available for Review. Another column, View Calendar is also available.



Clicking this icon will open a new page with a calendar view displaying the month of the meeting. Click the **Close** button when you are finished viewing the calendar.

After setting your availability for a meeting date, be sure to click the **Save the Availability** button.