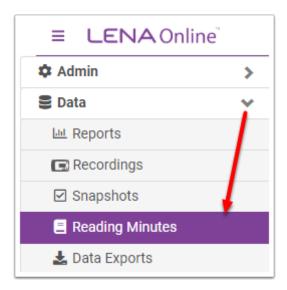


## Reading Minutes screen: Access and orientation

## Location

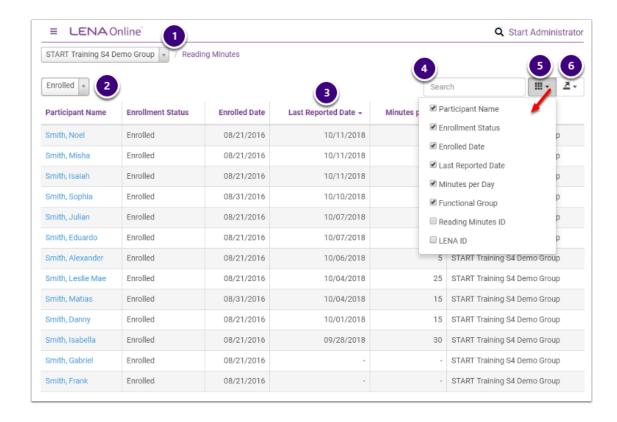
Access via the Main Menu, under Data.



## **Navigation features**

- 1. Use the Context Selector to narrow the participant list by Organization or Functional Group.
- 2. Filter by participant status.
- 3. Sort by any column, ascending or descending.
- 4. Use the screen search box to filter on any string of characters.
- 5. Use the display column selector to choose types of information to display.
- 6. Use the export button to save the information on the screen to a file.





## **Permissions**

The screen is available to any user associated with a Functional Group or Organization.

The available details and actions depend on the user's permissions and associations.

Only users with View Child Name or Admin permissions can:

- See the child and caregiver names (as entered)
- Add data