



Governors

Displaying the Contact Log

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1. On the **Governing Body Search** page, search for the required governing body.
2. Double-click the required governing body to display the **Governing Body** page.
3. Select the **Contact Log** tab to display details from the v3 Contact Log in the **Contact Log Summary**.
4. Select an item in the **Contact Log Summary** to display the details in the **Contact Log Details** panel.
5. If a memo is associated with these details, select the **Memo** tab to display it.

Date	Action Date	Type	Title	Flag	Committee
19/08/2002			TMG 08/07/2002: 6. Response	No	Finance
05/08/2002			TMG 08/07/2002: 5. Action minutes	No	Finance
01/07/2002			TMG 08/07/2002: 4. File to clerk	No	Finance
21/06/2002			TMG 08/07/2002: 2. Head's report	No	Finance
21/06/2002			TMG 08/07/2002: 3. Agenda out	No	Finance
27/05/2002			TMG 08/07/2002: 1. Letters/draft agendas out	Yes	Finance



Related Reference Guides:

- **Governors Primary Navigation**