



Aslan
Virtual
Admin

Unique Virtual Admin Support for Healthcare Professionals

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INSTRUCTIONS FOR USING PCT MINUTES TEMPLATE

Within a few minutes of purchasing this template, you will receive an e-mail with a link to your document. Please note that this link allows three download attempts. This allows for two additional attempts in case your internet connection fails during the download, but also prevents mass sharing of the document.

1. Open the downloaded document and save it as, for example, "Blank PCT meetings template" on your computer. To save time in the future, you may also like to enter your PCT address and/or logo for future use before saving.
2. When you need to use it for a specific meeting, open it and immediately save as, for example, "PCT meeting [date]". This ensures that your original blank document remains available for future use.
3. To record details of the meeting in the document "PCT meeting [date]" use the up ↑ and down ↓ keys on your keyboard to move between the fields.
4. To record an attendee's presence at the meeting, you can left click to select or deselect the box beside their name.
5. To select dates in the relevant spaces, simply left click on the down arrow to the right of "click here to enter a date" and select the appropriate date from the calendar that appears.
6. Once you have entered your details for that meeting, don't forget to save before closing the document.

If you have any queries, please contact me at e-mail Lisa@virtualadmin.ie

I hope that this template is useful and saves you time!

Lisa

Lisa Nolan

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