PropertyIQ™

PIQ+ Meetings

Meetings – Edit & Preview Notice Document

Quick Reference Guide

Version 1. August 2023

Overview

PropertyIQ

Description
- This is a Quick Reference Guide for PIQ+ Meetings: **Meetings – Edit and Preview Notice Document**.
- When creating a new meeting, all the pre-defined data from the meeting template will be copied into the new meeting, saving time and providing consistency in document design and formatting.
- From the meeting, you can preview and edit the notice document, add attachments and view a final PDF version before distribution.

What you'll learn

This guide will assist you to navigate the following:
- How to preview a Notice document for a meeting
- How to edit a Notice document for a meeting
- How to add attachments to a Notice document for a meeting
- How to preview a Notice document before distribution
- How to use page breaks in a Notice document

Who should read this
- Users responsible for editing and distributing meeting notices
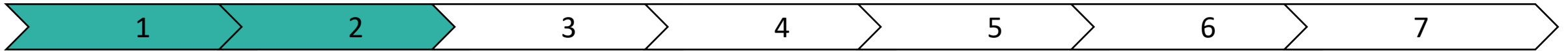- Strata Managers
- Administrators

Read time
7 minutes

How to preview a Notice document for a meeting

There are 7 steps to preview a notice document for a meeting. Below are steps 1-2.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

1 Select **Meetings** from the left hand navigation menu.

2 Select a **meeting** from the list to view details of the meeting and to preview and/or edit the notice document.

How to preview a Notice document for a meeting (continued)

There are 7 steps to preview a notice document for a meeting. Below are steps 3-7.

1 > 2 > 3 > 4 > 5 > 6 > 7

3	Select **Notice** tab.
4	Select the **Document** tab to preview and edit your notice document.
5	Select **Edit** to create and edit content for your meeting notice. **See Slide 5 for more information.**
6	**Preview** the Notice document live on screen here.
7	Select **PDF/Print** icon to preview the notice document as a PDF file.

How to edit a Notice document for a meeting

To enable edit mode on a notice document, **follow Steps 1-5 on Slides 3 & 4**.

1 Use the editor toolbar to apply formatting and styles, insert tables, images or hyperlinks.

2 Add content to your meeting notice here.

3 Select **Save** to save changes to the meeting notice.

TIPS:

- **Merge fields** can only be added or removed from a meeting template under Libraries>Meeting Templates.

- See Slide 8 for more information on **page breaks**.

How to add attachments to a Notice document for a meeting

To view and add attachments to a notice document, **follow Steps 1-2 on Slide 3** to open a meeting.

1	Select **Notice** tab.
2	Select **Attachments** tab.
3	Select **+ Add attachments** to add new attachments.
4	Select ✥ to re-order attachments in the list.
5	Select ⬇ to view an attachment.
6	Select **Remove** to delete an attachment.

How to preview a Notice document before distribution

To preview a notice document (including attachments) before distribution, **follow Steps 1-2 on Slide 3** to open a meeting.

1 Select **Notice** tab.

2 Select **Distribution** tab.

3 Select **Preview** to preview the notice as a PDF file. This will include the notice document and any attachments.

Note: Once the PDF file is ready, you'll see a popup message in the top right of your screen with a link to open the file.

4 You can also preview the **email template** that will be used for email distribution by clicking here.

TIPS:

- To further **edit** your notice and/or attachments, see Slides 5 & 6.

- To add and/or remove motions from your notice, go to the **Motions** tab of your meeting.

How to use page breaks in a Notice document

TIP: Use **page breaks** between motions where required.

In accordance with the Owners Corporations Act note the following agenda:

Agenda

1. Accept minutes of the previous meeting

Ordinary resolution

That the minutes of the last meeting held on {{Last AGM date}} be accepted as accurate.

The minutes of the last meeting need to be accepted as accurate or amended if there are any errors. This can be carried with notes.

Add page break here

2. Appointment of Strata Mana...

Ordinary resolution

That the Owners Corporation, pursuant to cla... as the managing agent for the period of one y... Agent.

1. the Powers, Duties, Authorities and Func... a Management Agreement attached to t...
2. Authorises the execution of the Strata Management Agreement to affix the Common Seal of the Owners Corporation under signature of the secretary and chairperson, or in their absence, any two lots of owners in the Strata Scheme.

3. Building Insurances

Ordinary resolution

Insert a page break between motions in the Motions block by clicking the page break icon.

The natural break between pages is displayed by the dotted line and page number.