Meeting Mode

If you are planning to review several documents at once, it can be helpful to create a meeting with those documents using Meeting Mode. For example:

- LPAC Initial Review
- LPAC Annual Review
- LPAC Monitoring After Reclassification

Using Meeting Mode

Steps *To create a meeting:*

1. While on a document list page, select the documents you'd like to review.
2. Click on the Meeting Mode icon on the right side of the toolbar.
3. Select **Share Meeting Mode**.
4. Give the meeting a name.
5. Search for users to add by email/username.
6. Click **Send notifications & enter meeting mode**.

When a meeting is shared, all invited users receive a notification containing a link to the meeting. At the time of the meeting, all users can join and review the documents together.

Steps *To hold a meeting:*

1. Have all users follow the notification link.
2. You can share the meeting with users who have lost access to the invite by copying the URL while in the meeting view.
3. Using the arrows in the top right, navigate between documents as you go.
4. While working in Meeting Mode, document tools remain available and documents remain editable. Make document updates and sign the documents as needed.

5. You can either mark documents complete one by one as you go, or bulk complete at the end of the meeting.
    - To bulk complete documents afterward, while on a document list page, search for the documents from the meeting. It may be helpful to use the date filter and search for the meeting date. While selecting all relevant documents, click on **Actions** > **Complete**.

Using Meeting Mode can help the LPAC team save time when reviewing several documents in a meeting.